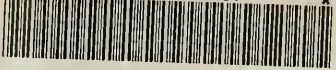


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# ELEVENTH ANNUAL REPORT

OF THE

# CIVIL SERVICE COMMISSIONERS

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MASSACHUSETTS.

OCTOBER 15, 1894.

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# Commonwealth of Massachusetts.

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*To the Honorable the Senate and House of Representatives in General Court assembled.*

Pursuant to the provisions of section 2 of chapter 320 of the Acts of the Legislature for 1884, the Civil Service Commissioners have the honor to submit their eleventh annual report, covering the period from Dec. 1, 1893, to Sept. 30, 1894, inclusive.

Upon the expiration of his term of office in July, Commissioner Russell was reappointed, and was re-elected chairman of the commission.

During the time included in this report, 146 examinations have been held of applicants for appointment in the first division of the classified service, of which 66 were general competitive, 3 special competitive and 77 non-competitive. The latter include the examinations for promotion, and cases where the commissioners were satisfied that special qualifications were essential. The reason for every non-competitive examination is stated in the report of the chief examiner and secretary, submitted in the appendix hereto.

During the period covered by this report, 1,582 persons have been examined for the different classes of positions in the first division of the classified public service, of whom 1,358 were men, including 21 veteran soldiers or sailors, and 224 were women. Of those examined, 979 passed the examinations, and their names were put upon the appropriate eligible lists, from which certifications for appointment have been made. Of the number examined, 1,568 had a common-school education and 14 had attended college. The number appointed upon certification was 416, of whom 350, including 4 veterans, were men, and 66 were women.

The number of veterans appointed under the exemption law (chapter 437 of the Acts of 1887) was 59.

The number of persons examined between Dec. 1, 1893, and Sept. 30, 1894, is 1,582. If the appropriations at the disposal of the commissioners were sufficient to permit the work of examination to proceed as rapidly in the months of October and November of this year as in the corresponding months of the previous year, the total number of persons examined would be about 2,100, which would be the largest number of persons examined since the passage of the act creating the commission.

The average age of persons who passed the examinations is substantially the same as that of other years, and shows that the examinations under the present system are practical in their character, and, so far as may be, relate to those matters which fairly test the relative capacity and fitness of the persons examined to perform the duties of the service into which they seek to be appointed, and are not merely scholastic examinations in which recent graduates of the schools and colleges are given an unfair advantage. In the past year, as in the former years, the extensions of the system have been made at the request of the officials charged with the administration of the laws, and indicates that the usefulness of the civil service system meets the approval of those who are best situated to know and appreciate its workings:

#### THE LABOR SERVICE.

During the past year the city government of Newton has voted to place its laborers under the civil service rules. The laborers of the city of Boston come under civil service rules, and the labor service in Cambridge and New Bedford, by vote of those cities, is also included under the supervision of the commissioners.

In Boston, during the year, 41 requisitions for laborers were made by the different departments, upon which 761 men were certified, of whom 446, or 58.61 per cent., were required to be under fifty years of age,—a requirement which the commissioners have always recognized as reasonable, in view of the arduous character of the work.

Of those certified, 414 were employed, of whom 25 were veteran soldiers or sailors.

During the year, 2,585 men were registered at the labor

office of this commission in Boston, including those restored to the list after honorable discharge from the service.

The total number of laborers in the city of Boston who were discharged during the past year was 435. This is a less number than have been discharged during any year since 1884, when the labor service of Boston came under the civil service rules. That fact is a further proof of the statement made in former reports of the commissioners, "that under the civil service rules the labor service of Boston is becoming more permanent." It is an interesting and instructive fact that, of the whole number of laborers and mechanics in the employ of the city during the past year, less than one-tenth of one per cent. were discharged on account of bad habits. It shows that the simplest requirements of the commissioners upon the question of the character and capacity of the employee have resulted in a satisfactory improvement of the labor service.

The commissioners, under the rules, are authorized to provide for the registration and certification of male laborers and mechanics in the employ of any city of the Commonwealth whenever such city shall appropriate such sum of money as, in the opinion of the commissioners, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of said city. The experience in those cities (other than Boston) in the Commonwealth where the labor service is now brought under the civil service rules shows that the sum of three hundred dollars is sufficient to cover all the expenses which the city is obliged to incur. This amount would cover the salary of the registration clerk and the expenses of obtaining such books and printing as may be necessary. As this is the only expense attendant upon bringing the labor service of a city under the civil service provisions, there seems no force to the objection that it cannot be afforded.

In January last, owing to the large number of unemployed persons in need of relief in the cities of Cambridge and New Bedford, where the labor service is under the provisions of the civil service rules, the commissioners adopted certain special regulations, which remained in force until the following May, to govern the employment of laborers



in those cities. This registration was confined to applicants who had the qualifications now required by the labor regulations of the commissioners, and were, in addition, in need of immediate employment; and when the services of laborers or mechanics were required, the department, board or officer authorized to employ them had the granted right in its or his discretion to make requisitions upon the commissioners for the names of applicants upon either the regular labor list of the city or upon the special list provided by the regulations. After the requisition calling for names from the special list, it was the duty of the registration clerk to certify to the employing department or officer double the number of names called for from said special list, giving preference in the selection of names to those applicants having the largest number of persons dependent upon them for support, and to the length of time the applicant had been out of employment.

In the cities where the special labor regulations were in force, the commissioners designated certain persons as boards of labor examiners, to inquire into the special qualifications of the applicants for employment. These examiners rendered gratuitous service in the emergency, and the commissioners desire to express their appreciation of the fidelity, discretion and philanthropy which characterized their services.

In Cambridge the number of laborers registered under general registration was 625, including restorations; 48 requisitions were received and 406 men were certified for employment, of whom 177 were employed.

In New Bedford 339 men were registered for the public labor service; there were 287 certifications for employment and 201 were employed.

#### EXTENSION OF THE CLASSIFIED SERVICE.

In the city of Boston the classification of draw-tenders and assistant draw-tenders has been extended to include engineers and assistant engineers upon bridges. Under chapter 352 of the Acts of 1889, the commissioners were required to include in the classified service school janitors and engineers in Boston. The city of Cambridge asked the

commissioners to extend the classified service to include school janitors and engineers in that city.

The rules of the commission have been amended the past year to provide that engineers, janitors and persons having charge of public-school buildings heated by other means than by direct furnace or stove heat, in any city except Boston, shall be included in the classified service when the school committee of such city shall have requested the commissioners to include such force.

Under the provisions of chapter 455 of the Acts of 1894, directing the appointment of inspectors of plumbing in every city of the Commonwealth and in each town of five thousand inhabitants or more, and in each town having a system of water supply or sewerage, and providing that all such inspectors shall before appointment be subjected to an examination before the civil service commission, the commissioners have adopted a plan of examination to test the qualifications of persons appointed as such inspectors, and they are prepared to examine applicants for the position of inspector of plumbing at the request of any such city or town. No examinations of inspectors of plumbing in towns under the provisions of that act have been held up to Sept. 30, 1894, except in the town of Natick.

#### APPOINTMENTS OUTSIDE THE CLASSIFIED SERVICE.

It is interesting to notice that, in addition to the extensions of the classified service above mentioned, the commission has been requested during the past year to examine applicants for positions which do not come under the civil service rules. At the request of the school committee of Cambridge, an applicant for the position of janitor, prior to the adoption of the rule before mentioned, including janitors within the classified service, was examined as to his knowledge of steam; and, at the request of the mayor of that city, eight persons who were applicants for the position of janitor were examined as to their knowledge of steam. Upon the request of the trustees of the Cambridge Public Library, the applicant for the position of janitor in that building was also examined. In accordance with the request of the adjutant-general, an examination was held by the

commissioners of twelve applicants for the position of janitor in the Armory at Lynn. Prior to the passage of the Act of 1894, relating to the examination of inspectors of plumbing, at the request of the board of health of the town of Hyde Park four plumbing inspectors were examined by this commission. The provisions of the civil service act were extended by chapter 267 of the Acts of 1894 to include all towns in the Commonwealth having a population of twelve thousand inhabitants or over, and to take effect in any such town upon its acceptance by a majority of the legal voters of the town present and voting thereon at a town meeting called for the purpose.

This act has been accepted by the town of Brookline.

#### RECOMMENDATIONS.

The commissioners have recommended in former years that, so far as possible, the salary of every officer be fixed by statute, and that the system of aggregate appropriations for clerical services of the department, leaving the head of the department to distribute it in his discretion, be abolished. The commissioners now recommend that the salaries of the clerks in their own department be fixed by statute, as the salaries of the chief examiner and secretary of the commission are now fixed. In view of the large increase in the duties of registration clerk of the department, and of the fact that he has the special supervision of the labor service of Boston, and is required to superintend the establishment of the labor service in such cities as from time to time require it of the commission, it seems to the commissioners that it is desirable not only to fix the salary of that official, but that the title of his office be established by law.

CHAS. THEO. RUSSELL, JR.,  
ARTHUR LORD,  
EDWARD P. WILBUR,

*Civil Service Commissioners.*

Oct. 15, 1894.



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## APPENDIX.

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# APPENDIX.

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## EXAMINATIONS AND APPOINTMENTS.

From Dec. 1, 1893, to Sept. 30, 1894, inclusive, there were held for the State and Boston services fifty-four examinations, as follows :—

### COMPETITIVE EXAMINATIONS.

For State clerical service, . . . . .	1
Boston clerical service, . . . . .	2
State prison service, . . . . .	1
Boston prison service, . . . . .	1
Boston fire service, . . . . .	2
District police service, . . . . .	1
Boston police service, . . . . .	1
Boston draw-tender service, . . . . .	1
Boston foreman and sub-foreman service, . . . . .	1
Boston inspection service, . . . . .	2
Boston school janitor service, . . . . .	1
Boston truant officer service, . . . . .	1

— 15

### NON-COMPETITIVE EXAMINATIONS.

For State clerical service, . . . . .	5
State clerical promotion, . . . . .	9
Boston clerical service, . . . . .	1
Boston prison service, . . . . .	18
Boston prison promotion, . . . . .	3
Boston fire service, . . . . .	1
Boston police promotion, . . . . .	2

# 14            MASSACHUSETTS CIVIL SERVICE.

There have been held ninety-two examinations for original appointments and promotions in the clerical, inspection, police, foreman, fire and janitor services of cities other than Boston, as follows : —

	Number of Examinations.	Number Examined.
Brockton : —		
Police service, . . . . .	1	12
		— 12
Cambridge : —		
Clerical service, . . . . .	2	33
Inspection service, . . . . .	1	13
Police service, . . . . .	1	24
Foreman service, . . . . .	2	14
Fire service, . . . . .	1	30
		— 114
Chelsea : —		
Police promotion, . . . . .	1	1
		— 1
Chicopee : —		
Inspection service, . . . . .	1	4
Police service, . . . . .	1	12
		— 16
Everett : —		
Police service, . . . . .	2	11
Police promotion, . . . . .	1	1
		— 12
Fall River : —		
Clerical service, . . . . .	1	18
Police service, . . . . .	2	80
Police promotion, . . . . .	2	2
		— 100
Fitchburg : —		
Clerical service, . . . . .	1	1
Inspection service, . . . . .	4	7
Police service, . . . . .	1	12
Police promotion, . . . . .	1	1
Foreman service, . . . . .	5	5
		— 26
Gloucester : —		
Police service, . . . . .	1	8
		— 8
Haverhill : —		
Police service, . . . . .	1	4
		— 4

## Holyoke : —

	Number of Examinations.	Number Examined.
Clerical service, . . . . .	1	1
Police service, . . . . .	1	18
Police promotion, . . . . .	1	1
Janitor service, . . . . .	1	14
		— 34

## Lawrence : —

Inspection service, . . . . .	1	7
Police service, . . . . .	1	18
		— 25

## Lowell : —

Clerical service, . . . . .	1	18
Clerical promotion, . . . . .	1	1
Police service, . . . . .	1	1
Foreman service, . . . . .	5	5
		— 25

## Lynn : —

Police service, . . . . .	1	27
Police promotion, . . . . .	2	2
		— 29

## Malden : —

Clerical service, . . . . .	1	1
Police service, . . . . .	1	16
		— 17

## Marlborough : —

Inspection service, . . . . .	1	4
Police service, . . . . .	1	6
		— 10

## Medford : —

Clerical service, . . . . .	2	5
Inspection service, . . . . .	1	1
Police service, . . . . .	1	7
		— 13

## New Bedford : —

Clerical promotion, . . . . .	1	1
Police service, . . . . .	1	46
Foreman service, . . . . .	1	1
		— 48

## Newburyport : —

Police service, . . . . .	1	3
		— 3





Worcester : —	Number of Examinations.	Number Examined.
Clerical service, . . . . .	2	44
Police service, . . . . .	2	71
		— 115
		—
		792

The whole number of persons examined for original appointments and promotions in the first division is as follows : —

For clerical service, . . . . .	340
For clerical promotion, . . . . .	12
For prison service, . . . . .	102
For prison promotion, . . . . .	3
For fire service, . . . . .	212
For district police service, . . . . .	21
For police service, . . . . .	567
For police promotion, . . . . .	12
For draw-tender service, . . . . .	15
For foreman and sub-foreman service, . . . . .	64
For inspection service, . . . . .	130
For school janitor service, . . . . .	74
For truant officer service, . . . . .	30
	— 1,582

The whole number passed is as follows : —

For clerical service, 189, or 55.68 per cent. of those examined.  
 For clerical promotion, 12, or 100 per cent. of those examined.  
 For prison service, 88, or 86.28 per cent. of those examined.  
 For prison promotion, 3, or 100 per cent. of those examined.  
 For fire service, 113, or 53.30 per cent. of those examined.  
 For district police service, 14, or 66.67 per cent. of those examined.  
 For police service, 366, or 64.55 per cent. of those examined.  
 For police promotion, 12, or 100 per cent. of those examined.  
 For draw-tender service, 8, or 53.34 per cent. of those examined.

For foreman and sub-foreman service, 47, or 73.44 per cent. of those examined.

For inspection service, 74, or 56.93 per cent. of those examined.

For school janitor service, 39, or 52.71 per cent. of those examined.

For truant officer service, 14, or 46.67 per cent. of those examined.

The whole number appointed from those examined is as follows :—

In the clerical service, . . . . .	92
By promotion in the clerical service, . . . . .	7
In the prison service, . . . . .	34
By promotion in the prison service, . . . . .	3
In the fire service, . . . . .	52
In the district police service, . . . . .	1
In the police service, . . . . .	167
By promotion in the police service, . . . . .	22
In the draw-tender service, . . . . .	1
In the foreman and sub-foreman service, . . . . .	17
By promotion in the sub-foreman service, . . . . .	1
In the inspection service, . . . . .	16
In the school janitor service, . . . . .	3
—	416

The whole number of unexamined veterans appointed is as follows :—

In the clerical service, . . . . .	7
In the prison service, . . . . .	9
In the district police service, . . . . .	5
In the police service, . . . . .	31
By promotion in the police service, cities other than Boston, . . . . .	1
In the school janitor service, . . . . .	4
In the fire service, cities other than Boston, . . . . .	2
—	59

The average age of all the persons examined is about thirty-six years.

Of the 979 persons who passed the examinations, 7 were college educated.

The whole number of veterans who passed examinations for original appointment is 13 ; the whole number of original appointments of examined veterans is 4, or at the rate of 31 per cent. of those who passed.

The whole number of veterans examined for original appointment is 21 ; the whole number passed is 13, or 61.91 per cent. of those examined.

Following are the figures on which this statement is based : —

## COMMONWEALTH SERVICE.

	NUMBER OF EXAMINATIONS.				NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Com- petitive.	Special Com- petitive.	Non-compet- itive.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.			
State clerical service, . . .	1	-	5		23	1	64	10	-	35	8	-	28	27.90	-	24.86	24.46	51.	21.52	45	-	43	-
State clerical promotion, . .	-	-	9		-	-	9	-	-	9	-	-	3	-	-	30.11	-	-	-	9	-	-	-
State prison service, . . .	1	-	-		50	2	-	44	1	-	3	-	-	33.32	50.	-	37.50	47.	-	44	1	7	-
District police service, . . .	1	-	-		18	3	-	11	3	-	1	-	-	38.	51.	-	36.43	-	-	14	-	7	-
	3	-	14		91	6	73	65	4	44	12	-	31	33.07	50.50	27.49	32.80	49.	21.52	112	1	57	-
	17				170			113			43			37.02			34.44			113		57	

## BOSTON SERVICE.

Boston clerical service, . . .	1	1	1	51	1	46	12	-	22	11	-	-	27.16	-	21.27	30.	47.	20.79	33	1	61	3	
Boston clerical promotion, . .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Boston prison service, . . .	1	-	18	50	-	-	43	-	-	30	1	8	32.72	-	-	41.	-	-	42	1	7	-	
Boston prison promotion, . . .	-	-	3	3	-	-	3	-	-	3	-	-	48.33	-	-	-	-	-	3	-	-	-	
Boston fire service, . . .	2	-	1	159	-	-	70	-	-	48	-	-	24.40	-	-	25.30	-	-	70	-	89	-	
Boston police service, . . .	1	-	-	92	-	-	42	-	-	47	-	-	27.36	-	-	28.08	-	-	42	-	50	-	

[illegible]

## CLERICAL, INSPECTION, FOREMAN, FIRE AND JANITOR SERVICES, CITIES OTHER THAN BOSTON.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	Competitive.	Special Com-petitive.	Non-compet-itive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Cambridge, clerical,	1	1	-	1	-	32	1	-	26	1	-	10	47.	-	21.54	-	-	-	27	-	6	-
Cambridge, inspection,	1	-	-	11	2	-	10	2	-	1	-	-	27.50	52.	-	24.	-	-	12	-	1	-
Cambridge, foreman,	1	1	1	13	1	-	9	-	-	4	-	-	35.56	-	-	44.25	53.	-	9	-	5	-
Cambridge, fire,	1	-	-	30	-	-	22	-	-	4	-	-	26.77	-	-	30.87	-	-	22	-	8	-
Chilcopee, inspection,	1	-	-	4	-	-	1	-	-	-	-	-	28.	-	-	29.	-	-	1	-	3	-
Everett, clerical,	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, clerical,	1	-	-	18	-	-	12	-	-	1	-	-	27.	-	-	30.17	-	-	12	-	4	2
Fitchburg, clerical,	1	-	1	1	-	-	1	-	-	2	-	-	31.	-	-	-	-	-	1	-	1	-
Fitchburg, inspection,	1	-	3	7	-	-	6	-	-	3	-	-	29.33	-	-	24.	-	-	6	-	1	-
Fitchburg, foreman,	1	-	5	5	-	-	5	-	-	5	-	-	34.80	-	-	-	-	-	5	-	-	-
Gloucester, clerical,	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Holyoke, clerical,	-	-	1	-	-	1	-	-	1	-	-	1	-	-	19.	-	-	-	1	-	-	-
Holyoke, janitor,	1	-	-	14	-	-	4	-	-	-	-	-	50.	-	-	45.30	-	-	4	-	10	-
Lawrence, inspection,	1	1	-	6	1	-	4	1	-	1	-	-	33.	45.	-	24.50	-	-	5	-	2	-
Lowell, clerical,	1	-	-	9	9	-	5	-	8	2	-	-	24.40	-	20.25	25.25	-	18.	13	-	5	-
Lowell, clerical promotion,	-	-	1	9	-	1	-	-	1	-	-	1	-	-	24.	-	-	-	1	-	1	-
Lowell, foreman,	-	-	5	5	-	-	4	-	-	4	-	-	32.	-	-	44.	-	-	4	-	1	-
Malden, clerical,	-	-	1	-	-	1	-	-	1	-	-	-	-	-	20.	-	-	-	1	-	1	-
Marlborough, inspection,	1	-	-	3	1	-	3	-	-	1	-	-	27.	-	-	-	52.	-	3	-	1	-



Medford, clerical, . . . . .	1	1	3	2	2	1	1	1	23.50	18.	32.	4	1
Medford, inspection, . . . . .	1	1	1	1	1	1	1	1	22.	55.	55.	1	1
New Bedford, clerical promotion, . . . . .	1	1	1	1	1	1	1	1	62.	62.	62.	1	1
New Bedford, foreman, . . . . .	1	1	1	1	1	1	1	1	23.	26.	26.	12	1
Newton, clerical, . . . . .	1	1	2	11	1	1	1	1	36.	22.27	26.	1	1
Newton, clerical promotion, . . . . .	1	1	1	1	1	1	1	1	27.50	28.	28.	1	1
Newton, inspection, . . . . .	1	1	6	4	4	4	4	4	22.50	51.	51.	2	2
Northampton, inspection, . . . . .	1	1	3	1	2	1	1	1	31.67	28.	28.	3	3
Pittsfield, foreman, . . . . .	1	1	3	3	3	3	3	3	26.	28.	28.	3	1
Quincy, inspection, . . . . .	2	2	4	1	1	1	1	1	44.	25.28	26.	1	1
Quincy, foreman, . . . . .	1	1	1	1	1	1	1	1	19.	20.33	20.33	7	4
Salem, inspection, . . . . .	1	1	1	10	3	7	4	4	26.67	38.50	38.50	3	2
Somerville, clerical, . . . . .	1	1	3	3	3	3	3	3	30.05	21.	21.	21	2
Somerville, inspection, . . . . .	1	1	23	1	1	1	4	4	27.	20.	20.	1	1
Somerville, fire, . . . . .	1	1	1	1	1	1	1	1	33.	27.	27.	1	1
Springfield, clerical, . . . . .	1	1	1	2	2	2	1	1	30.	27.	27.	3	3
Taunton, inspection, . . . . .	1	1	1	1	1	1	1	1	22.33	25.40	25.40	24	20
Waltham, clerical, . . . . .	1	1	1	1	1	1	1	1	31.70	52.	52.	81	81
Waltham, inspection, . . . . .	1	1	2	1	2	1	1	1	34.47	34.47	34.47	223	84
Woburn, clerical, . . . . .	1	1	1	1	1	1	1	1	33.84	33.84	33.84	2	2
Woburn, inspection, . . . . .	2	2	11	33	6	18	5	5	2	2	2	2	2
Worcester, clerical, . . . . .	25	2	197	6	104	142	3	78	47	82	223	307	55
	25	2	28	197	6	104	142	3	78	47	82	307	55
	25	2	28	197	6	104	142	3	78	47	82	307	55

## POLICE SERVICE, CITIES OTHER THAN BOSTON.

	NUMBER OF EXAMINATIONS.		NUMBER EXAMINED.		NUMBER PASSED.		NUMBER APPOINTED FROM THOSE EXAMINED.		NUMBER OF UNEXAMINED VETERANS APPOINTED.	AVERAGE AGE OF THOSE PASSED.		AVERAGE AGE OF THOSE FAILED.		EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	Competitive.	Non-compell- tive.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Male Civilians.	Veterans.		Male Civilians.	Veterans.	Male Civilians.	Veterans.	Common School.	College.	Common School.	College.
Brockton, . . . . .	1	-	12	-	7	-	-	-	4	33.29	-	31.60	-	7	-	5	-
Cambridge, . . . . .	1	-	24	-	19	-	3	-	-	26.42	-	27.60	-	19	-	5	-
Chelsea, . . . . .	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Chelsea, promotion, . . . . .	-	-	1	-	-	-	1	-	-	40.	-	-	-	1	-	-	-
Chicopee, . . . . .	1	-	12	-	7	-	5	-	-	30.	-	30.80	-	6	1	4	1
Everett, . . . . .	2	-	11	-	7	-	5	-	1	28.14	-	31.75	-	7	-	4	-
Everett, promotion, . . . . .	-	-	1	-	1	-	1	-	-	43.	-	-	-	1	-	-	-
Fall River, . . . . .	2	-	80	-	54	-	-	-	-	29.20	-	29.73	-	54	-	26	-
Fall River, promotion, . . . . .	-	-	2	-	2	-	2	-	-	34.50	-	-	-	2	-	-	-
Fitchburg, . . . . .	1	-	12	-	9	-	5	-	1	27.78	-	26.	-	9	-	3	-
Fitchburg, promotion, . . . . .	-	-	1	-	1	-	1	-	-	31.	-	-	-	1	-	-	-
Gloucester, . . . . .	1	-	8	-	5	-	-	-	-	31.80	-	31.33	-	5	-	3	-
Haverhill, . . . . .	1	-	4	-	3	-	-	-	-	31.33	-	27.	-	3	-	1	-
Holyoke, . . . . .	1	-	18	-	12	-	-	-	-	28.75	-	31.67	-	12	-	6	-
Holyoke, promotion, . . . . .	-	-	1	-	1	-	1	-	-	44.	-	-	-	1	-	-	-
Lawrence, . . . . .	1	-	18	-	16	-	19	-	1	31.38	-	31.	-	16	-	2	-
Lowell, . . . . .	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-
Lowell, promotion, . . . . .	1	-	1	-	1	-	1	-	-	42.	-	-	-	1	-	-	-
Lynn, . . . . .	1	-	27	-	20	-	8	-	4	30.75	-	32.23	-	20	-	7	-

[illegible]

## SUMMARY.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Com- petitive.	Special Com- petitive.	Non-compet- itive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service, . . .	1	-	5	23	1	64	10	-	35	8	-	28	27.90	-	24.86	24.46	51.	21.62	45	-	43	-
State clerical promotion, . . .	-	-	9	-	-	9	-	-	9	-	-	3	-	-	30.11	-	-	-	9	-	-	-
Boston clerical service, . . .	1	1	1	51	1	46	12	-	22	11	-	-	27.16	-	21.27	30.	47.	20.79	33	1	61	3
Boston clerical promotion, . . .	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Other cities, clerical service, . . .	9	2	8	51	-	103	33	-	77	11	-	34	27.51	-	22.15	27.47	-	19.72	107	3	41	3
Other cities, clerical promotion, . . .	-	-	3	2	-	1	2	-	1	2	-	1	29.	-	24.	-	-	-	3	-	-	-
State prison service, . . .	1	-	-	50	2	-	44	1	-	3	-	-	33.32	50.	-	37.50	47.	-	44	1	7	-
Boston prison service, . . .	1	-	18	50	-	-	43	-	-	30	1	-	32.72	-	-	41.	-	-	42	1	7	-
Boston prison promotion, . . .	-	-	3	3	-	-	3	-	-	3	-	-	48.33	-	-	-	-	-	3	-	-	-
Boston fire service, . . .	2	-	1	159	-	-	70	-	-	48	-	-	24.40	-	-	25.30	-	-	70	-	89	-
District police service, . . .	1	-	-	18	3	-	11	3	-	1	-	-	38.	51.	-	36.43	-	-	14	-	7	-
Boston police service, . . .	1	-	-	92	-	-	42	-	-	47	-	-	27.36	-	-	28.08	-	-	42	-	50	-
Boston police promotion, . . .	-	-	2	2	-	-	2	-	-	10	2	-	44.	-	-	-	-	-	2	-	-	-
Other cities, police service, . . .	27	-	-	473	2	-	323	1	-	119	1	-	29.75	49.	-	30.62	45.	-	323	1	150	1

[illegible]

## NON-COMPETITIVE EXAMINATIONS.

During the year there have been held fifty non-competitive examinations for original appointments, as follows : —

Three stenographers and type-writers for service in State departments, there being no eligible list of persons willing to accept the positions at the salary paid.

One clerk and messenger for the Board of Lunacy and Charity, there being no person on the eligible list willing to accept the position at the salary paid.

One female visitor for employment by the Board of Lunacy and Charity, there being no eligible list.

One clerk and messenger for the assessors' department of Boston, there being no person on the eligible list willing to accept the position at the salary paid.

Eighteen watchmen for employment in Boston, as follows : seven at the House of Correction, five at the Home for Paupers, Long Island, three at the House of Industry, two at Marcella Street Home and one at the Home for Paupers, Rainsford Island. In each case there was no suitable list of eligible persons willing to accept the positions at the salary paid.

One marine engineer for service in the fire department of Boston, there being no marine engineers on the eligible list.

Three stenographers and type-writers for service in cities other than Boston, there being no eligible lists.

Five clerks for service in cities other than Boston, there being no eligible lists.

Thirteen foremen and sub-foremen for service in cities other than Boston, there being no eligible lists.

Four inspectors for service in cities other than Boston, there being no eligible lists.

Respectfully submitted,

WARREN P. DUDLEY,

*Secretary.*

HENRY SHERWIN,

*Chief Examiner.*



## LABOR SERVICE IN BOSTON.

During the ten months ending Sept. 30, 1894, 41 requisitions for skilled and unskilled laborers and mechanics were received from the several departments of the city of Boston. There were 761 certifications made, and of this number 446, or about 58.61 per cent., were made in response to requisitions which specified a limit of age at either forty, forty-five or fifty years.

Of the total number of laborers and mechanics employed during that period, about 72.46 per cent. were required for the heavy trench work of the water supply department; only 13 per cent. of this number being employed by the department for special service on the construction of Basin VI., at Ashland.

The table of discharges accompanying this report shows that, of the whole number of mechanics and laborers in the employ of the city during the past ten months, less than one-tenth of one per cent. were discharged for bad habits.

Whole number of applications received, . . . . .	2,589
Number of names restored from register of 1892 and others of previous years, . . . . .	93
Number of names restored from register of 1893, . . . . .	1,751
Applicants registered during 1894, . . . . .	745
	<hr/> 2,589
Number of applicants withdrawn and dropped from the register since November 30 last (for various causes), . . . . .	4
Whole number of persons registered, . . . . .	2,585
Number registered with credit as veterans, . . . . .	318
Number registered without credit as veterans, . . . . .	2,267
	<hr/> 2,585
Percentage of those registered having credit as veterans, . . . . .	12.30
Percentage of those registered not having credit as veterans, . . . . .	87.70

Number of persons certified once, . . . . .	617 = 617
Number of persons certified twice, . . . . .	63 = 126
Number of persons certified three times, . . . . .	6 = 18
	<hr/>
Whole number of persons certified, . . . . .	686
Whole number of certifications, . . . . .	761
Of whole number of certifications there were of	
veterans, . . . . .	46, or 6.04 per cent.
Of whole number of certifications there were of	
others, . . . . .	715, or 93.96 per cent.
Number of persons employed, veterans, . . . . .	25
Number of persons employed, not veterans, . . . . .	389
	<hr/>
	414
Percentage employed of veterans certified, . . . . .	54.35
Percentage employed of others (not veterans) certified, . . . . .	54.40
Percentage employed of veterans registered, . . . . .	7.86
Percentage employed of others (not veterans) registered, . . . . .	17.16
Percentage employed of whole number certified (including	
those certified more than once), . . . . .	54.40

## RECAPITULATION.

DEPARTMENTS.	Requisitions.	Number of Men called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Restored and transferred by Commissioners.	Number on Roll Dec. 1, 1893.	Whole Number on Department Rolls to Oct. 1, 1894.	Number dropped from the Rolls.	Number at Present on the Rolls.
			Veterans.	Others.		Veterans.	Others.						
Street, . . . . .	7	11	3	17	20	2	10	12	4	2,211	2,227	70	2,157
Water supply, . . . . .	12	293	36	544	580	18	282	300	6	730	1,036	313	723
Public grounds, . . . . .	13	59	5	104	109	3	69	72	3	283	358	10	348
Park, . . . . .	1	1	—	2	2	—	—	—	6	406	412	20	392
Lamp, . . . . .	1	1	1	—	1	1	—	1	—	161	162	1	161
Ferry, . . . . .	3	4	—	8	8	—	5	5	—	117	122	—	122
Mount Hope Cemetery, . . . . .	—	—	—	—	—	—	—	—	—	65	65	—	65
Architect, . . . . .	—	—	—	—	—	—	—	—	—	10	10	—	10
Engineering, . . . . .	1	8	—	6	6	—	6	6	6	40	52	7	45
Water income, . . . . .	1	15	—	19	19	—	13	13	2	5	20	13	7
Public institutions, . . . . .	—	—	—	—	—	—	—	—	—	7	7	1	6
Police, . . . . .	1	1	—	1	1	—	1	1	—	4	5	—	5
Fire, . . . . .	—	—	—	—	—	—	—	—	—	4	4	—	4
Boston Transit Commission, . . . . .	1	10	1	14	15	1	3	4	—	—	4	—	4
Total, . . . . .	41	403	46	715	761	25	389	414	27	4,043	4,484	435	4,049

## DISCHARGES.

DEPARTMENTS.	Lack of Work.	Resigned and Withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and Declined.	Transferred to other Departments.	Total Discharged.
Street, . . . . .	2	13	1	19	30	1	4	70
Water supply, . . . . .	119	80	1	2	4	104	3	313
Public grounds, . . . . .	1	5	-	-	-	-	4	10
Park, . . . . .	1	3	-	8	1	-	7	20
Lamp, . . . . .	-	-	-	-	1	-	-	1
Engineering, . . . . .	-	1	-	-	-	-	6	7
Water income, . . . . .	10	-	-	-	-	-	3	13
Public institutions, . . . . .	-	1	-	-	-	-	-	1
Total, . . . . .	133	103	2	29	36	105	27	435

Respectfully submitted,

GEORGE H. JOHNSON,  
Registration Clerk.

## LABOR SERVICE IN CAMBRIDGE.

During the ten months ending Sept. 30, 1894, 48 requisitions for mechanics and laborers were received from the several departments of the city of Cambridge.

On March 12, 1894, the park department was added to the labor service, and 12 men, constituting the forester's gang (a sub-department of the street department), were transferred to said park department.

There were 406 certifications made, and of this number 46, or 11.33 per cent., were made in response to requisitions which specified a limit of age at either thirty, forty or fifty years.

The table of discharges accompanying this report shows that less than six-tenths of one per cent. of men employed were discharged for bad habits.

A detailed statement follows:—

Whole number of applications received, . . . .	625
Number of names restored from register of 1890, . . .	11
Number of names restored from register of 1891, . . .	7
Number of names restored from register of 1892, . . .	66
Number of names restored from register of 1893, . . .	184
Applicants registered during 1894, . . . .	357
	— 625
Number registered with credit as veterans, . . . .	38
Number registered without credit as veterans, . . . .	587
	— 625
Percentage of those registered having credit as veterans, . . .	6.08
Percentage of those registered not having credit as veterans, . .	93.92



Number of persons certified once, . . . . .	218 = 218
Number of persons certified twice, . . . . .	67 = 134
Number of persons certified three times, . . . . .	14 = 42
Number of persons certified four times, . . . . .	3 = 12

Whole number of persons certified, . . . . .	302
Whole number of certifications, . . . . .	406

Number of registered veterans certified, . . . . .	29
Number of registered veterans not certified, . . . . .	9
	38
Number of persons registered (not veterans) certified, . . . . .	273
Number of persons registered (not veterans) not certified, . . . . .	314
	587
	625

Of whole number of certifications there were of  
veterans, . . . . . 40, or 9.85 per cent.

Of whole number of certifications, there were of  
others, . . . . . 366, or 90.15 per cent.

Number of persons employed, veterans, . . . . .	17
Number of persons employed, not veterans, . . . . .	160
Total number employed, . . . . .	177

Percentage employed of veterans certified, . . . . .	42.50
Percentage employed of others (not veterans) certified, . . . . .	43.71
Percentage employed of veterans registered, . . . . .	44.73
Percentage employed of others (not veterans) registered, . . . . .	27.25
Percentage employed of whole number certified (including those certified more than once), . . . . .	43.59

## RECAPITULATION.

DEPARTMENTS.	Requisitions.	Number called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Added and re-stored by Commissioners.	Transferred from Street Department.	Transferred to Park Department.	Number on Rolls Dec. 1, 1898.	Whole Number on Department Rolls Sept. 30, 1899.	Number dropped from Rolls.	Number at Present on Department Rolls.
			Veterans.	Others.		Veterans.	Others.								
Almshouse, . . . . .	3	6	1	11	12	-	6	6	-	-	-	47	53	8	45
Cemetery, . . . . .	2	9	-	12	12	-	6	6	4	-	-	27	37	4	33
Lamp, . . . . .	-	-	-	-	-	-	-	-	-	-	-	8	8	1	7
Park, . . . . .	13	30	7	52	59	2	26	28	-	-	12	-	40	8	32
Police, . . . . .	-	-	-	-	-	-	-	-	-	-	-	4	4	-	4
Sewer, . . . . .	10	60	2	117	119	-	45	45	-	-	-	59	104	24	80
Street, . . . . .	5	38	14	62	76	7	25	32	42	12	-	185	247	40	207
Water works, . . . . .	15	68	16	112	128	8	52	60	-	-	-	175	235	97	138
Totals, . . . . .	48	211	40	366	406	17	160	177	46	12	12	505	728	183	545

## DISCHARGES.

DEPARTMENTS.	Lack of Work.	Resigned and Withdrawn.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to Report and Declined.	Total Discharged.
Almshouse, . . .	-	6	-	1	1	-	8
Cemetery, . . .	-	2	-	1	-	1	4
Lamp, . . .	-	1	-	-	-	-	1
Park, . . .	3	3	-	1	-	1	8
Police, . . .	-	-	-	-	-	-	-
Sewer, . . .	-	-	1	6	-	17	24
Streets, . . .	-	15	3	6	5	11	40
Water works, . .	15	59	-	5	-	19	98
Totals, . . .	18	86	4	20	6	49	183

Respectfully submitted,

HARRY L. LINCOLN,

*Registration Clerk.*

LABOR OFFICE, CAMBRIDGE, May 19, 1894.

*To the Civil Service Commissioners.*

GENTLEMEN: — I herewith present to you a report of the work done in Cambridge under the special regulations of Jan. 17, 1894.

The following-named persons were designated labor examiners: George D. Chamberlain, Jabez Fox, Charles Bullock, John W. Coveney, George Close, Joseph G. Thorp, Jr.

Seven requisitions were received from the different departments for laborers. There were 217 certifications made.

A detailed statement follows: —

Whole number of applicants received, . . . . .	203
Number of persons certified once, . . . . .	163 = 163
Number of persons certified twice, . . . . .	24 = 48
Number of persons certified three times, . . . . .	2 = 6
Whole number of persons certified, . . . . .	189 —
Whole number of certifications, . . . . .	217
Number registered but not certified, . . . . .	14
	203

## RECAPITULATION.

DEPARTMENTS.	Requisition.	Number called for.	Employed.
Water, . . . . .	5	95	105
Sewer, . . . . .	2	20	24
Totals, . . . . .	7	115	129

## DISCHARGES.

DEPARTMENTS.	Non-appearance.	Expiration of Service.	Totals.
Water, . . . . .	53	52	105
Sewer, . . . . .	—	24	24
Totals, . . . . .	53	76	129

Respectfully,

HARRY L. LINCOLN,

*Registration Clerk.*

## LABOR SERVICE IN NEW BEDFORD.

I have the honor to present the fourth annual report of the work of this office, for the year ending on the 30th of September, 1894.

There have been received during the year 13 requisitions for laborers from the different departments, as follows:—

Public works department, . . . . .	9
Cemetery department, . . . . .	3
Water department, . . . . .	1
	<hr/>
	13

Six of the requisitions specified a limit of age. The total number of names registered is 339.

A detailed statement follows:—

Whole number applications received, . . . . .	339
Number of names restored from previous lists, . . . . .	43
Number registered during 1894, . . . . .	296
	<hr/>
Number registered with credit as veterans, . . . . .	15
Number registered without credit as veterans, . . . . .	324
	<hr/>
	339
Percentage of those registered having credit as veterans, . . . . .	4.4
Percentage of those registered not having credit as veterans, . . . . .	95.6
Number of persons certified once, . . . . .	219 = 219
Number of persons certified twice, . . . . .	34 = 68
	<hr/>
Whole number persons certified, . . . . .	253
Whole number certifications, . . . . .	287
Number registered veterans certified, . . . . .	13
Number registered veterans not certified, . . . . .	2
	<hr/>
	15
Number persons registered (not veterans) certified, . . . . .	240
Number persons registered (not veterans) not certified, . . . . .	84
	<hr/>
	324
Of the whole number of certifications there were	
of veterans, . . . . .	13, or 4.5 per cent.
Of the whole number of certifications there were	
of others, . . . . .	274, or 95.5 per cent.
Number employed, veterans, . . . . .	11
Number employed, not veterans, . . . . .	190
	<hr/>
	201

Percentage employed of veterans certified, . . . . .	84.6
Percentage employed of others (not veterans) certified, . . . . .	79.1
Percentage employed of veterans registered, . . . . .	73.3
Percentage employed of others (not veterans) registered, . . . . .	58.6
Percentage employed of whole number certified (including those certified more than once), . . . . .	70.

## SPECIAL REGISTRATION OF THE UNEMPLOYED.

In February, 1894, under instructions from the commissioners, a special registration of the unemployed was inaugurated in the city of New Bedford. On the recommendation of His Honor the Mayor, the following-named gentlemen were designated as "labor examiners": Orrick Smalley, Esq., *Chairman*; Rev. P. R. Frothingham, *Secretary*; Rev. Edward Williams, Rev. James F. Clark, Joseph Chausse, Esq.

The examiners received applications from citizens who were in need of work, and if after investigation they were found to be deserving, they were furnished with a certificate to that effect. My office was open daily for the registering of holders of these certificates, and during the time when the special regulations were in effect there were registered 271 persons, all of whom were given employment for a greater or less time, as their needs demanded. Finding that the rule allowing the employment of citizens only excluded a large number of needy persons from sharing the benefits of the \$5,000 appropriated by the city council, the balance then unexpended (about \$1,500) was turned over to the poor department for disbursement. There is no doubt that much good was done by this action on the part of the commissioners and the city council, and that the money earned at this time was the means of tiding many a poor family over a very rough time in their lives. Many availed themselves of the opportunity to work and earn money who would have shrunk from accepting charity undisguised.

Respectfully submitted,

R. R. TOPHAM,  
*Registration Clerk.*

*To the Massachusetts Board of Civil Service Commissioners.*



## Commonwealth of Massachusetts.

[Chapter 320, Acts of 1884.]

### AN ACT TO IMPROVE THE CIVIL SERVICE OF THE COMMONWEALTH AND THE CITIES THEREOF.

*Be it enacted, etc., as follows :*

SECTION 1. The governor shall with the advice and consent of the council appoint three persons to be civil service commissioners, who shall serve, one until the expiration of three years, one until the expiration of two years, and one until the expiration of one year, from the first day of July in the year eighteen hundred and eighty-four, and until their respective successors are appointed and qualified ; and in the year eighteen hundred and eighty-five and in every year thereafter, the governor shall, in May or June, in like manner appoint one person to serve as such commissioner for three years from the first Monday in the July then next ensuing, and until his successor is appointed and qualified. Any vacancy in the office of commissioner shall be filled for the unexpired term by appointment as above provided. All appointments, both original and to fill vacancies, shall be so made that not more than two commissioners shall, at the time of any appointment, be members of the same political party. The governor may also, with the advice and consent of the council, remove any commissioner. Each commissioner shall be paid five dollars for each day's service, and his traveling and other necessary expenses in the discharge of his official duty.

SECT. 2. The said commissioners shall prepare rules not inconsistent with existing laws or with the provisions of this act, and adapted to carry out the purposes thereof, for the selection of persons to fill offices in the government of the Common-

wealth and of the several cities thereof, which are required to be filled by appointment, and for the selection of persons to be employed as laborers or otherwise in the service of the Commonwealth and of the several cities thereof. All rules so prepared shall be subject to the approval of the governor and council, and they may, with like approval, be from time to time altered or rescinded. The said commissioners shall supervise the administration of the rules so established; they shall from time to time suggest to the general court such legislation as may seem to them to be desirable for the efficient carrying out of the principles of this act, and for the improvement of the civil service; and they shall, on or before the tenth day of January in every year, report to the general court their doings during the preceding year, including any rules adopted under the provisions of this section.

SECT. 3. No person habitually using intoxicating beverages to excess shall be appointed to, or retained in any office, appointment or employment to which the provisions of this act are applicable; nor shall any vender of intoxicating liquor be so appointed or retained.

SECT. 4. No person shall be appointed to or employed in any office to which the provisions of this act are applicable within one year after his conviction of any offence against the laws of this Commonwealth.

As amended by  
c. 334, Acts of  
1888.

SECT. 5. No recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator, member of the house of representatives, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any appointment under this act.

SECT. 6. No councillor, senator, representative, alderman or councilman, or any officer or employee of either of said bodies, and no executive or judicial officer of the state, and no clerk or employee of any department or branch of the government of the state, and no executive officer, clerk or employee of any department of any city government shall personally, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not be

construed to forbid such persons to be members of political organizations or committees.

SECT. 7. No person shall, in any room or building occupied for the discharge of official duties by any officer or employee of the state or any city thereof, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever.

SECT. 8. No officer or employee of the state, or any city thereof, shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

SECT. 9. No officer, clerk or other person in the service of the state or any city thereof shall, directly or indirectly, give or hand over to any other officer, clerk or person in said service, or to any councillor, senator, member of the house of representatives, alderman, councilman, or commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SECT. 10. No person in the service of the state or any city thereof, shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

SECT. 11. No person in the public service shall for that reason be under any obligation to contribute to any political fund or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

SECT. 12. No person while holding any public office or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated), in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

SECT. 13. No city in the Commonwealth shall pay any bill incurred by any official or officials thereof for wines, liquors or cigars; nor shall any city pay any bill for refreshments furnished to any official of said city where the amount for any one day shall exceed one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

SECT. 14. The rules mentioned in section two may be made from time to time, and may be given a general or a limited application, and they shall, among other things, provide:—

*First*, For the classification of the offices and employments to be filled.

*Second*, For open competitive and other examinations by which to test applicants for office, or for employment, as to their practical fitness to discharge the duties of the positions which they desire to fill.

*Third*, For the filling of vacancies in offices in accordance with the results of such examinations and for the selection of persons for public employment in accordance with such results, or by order of application, or otherwise, as may seem most desirable to carry out the provisions of this act.

*Fourth*, For promotions in office on the basis of ascertained merit and seniority in service and examination as may seem desirable. (In all cases where it is practicable vacancies shall be filled by promotion.)

*Fifth*, For a period of probation before an appointment or employment is made permanent.

*Sixth*, For giving preference in appointments to office and promotions in office (other qualifications being equal) to applicants who served in the army or navy of the United States in time of war and have been honorably discharged therefrom.

Amended c. 473,  
Acts of 1889.  
See page 47.

SECT. 15. Judicial officers and officers who are elected by the people, or a city council, or whose appointment is subject to confirmation by the executive council of the Commonwealth, or the city council of any city, officers who are elected by either branch of the general court and the appointees of such officers, heads of any principal departments of the Commonwealth or of a city, the employees of the treasurer of the Commonwealth, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor or of the mayor of any city, shall not be affected as

As amended by  
c. 95, Acts of  
1893. See page  
48.



to their selection or appointment by any rules made as aforesaid, but such rules shall apply to members of the police and fire departments, other than police and fire commissioners and chief marshals, or chiefs of police and fire departments.

SECT. 16. No question in any examination under the rules established as aforesaid shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by such opinions or affiliations. Such examinations shall be practical in their character, and so far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined, to discharge the duties of the service into which they seek to be appointed. The examination of applicants for employment as laborers shall relate to their capacity for labor, their habits as to industry and sobriety, and the necessities of themselves and their families.

As amended by  
c. 183, Acts of  
1889.

SECT. 17. Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts under oath on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

SECT. 18. No person in the public service shall wilfully and corruptly, by himself or in coöperation with one or more other persons, defeat, deceive, or obstruct any person in respect of his or her right of examination; or wilfully, corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representations concerning the same or concerning the person examined; or wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

As amended by  
c. 253, Acts of  
1888.

SECT. 19. All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city to which such rules or changes therein re-

late, and the same shall be published in one or more newspapers, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.

SECT. 20. The said commissioners may appoint a chief examiner, who shall, under their direction, superintend any examination under this act, and shall perform such other duties as they may prescribe. Such chief examiner shall receive a salary of three thousand dollars a year, and shall be paid his necessary travelling expenses incurred in the discharge of his official duty. They may also employ a secretary, at a salary of two thousand dollars a year. They may designate persons in the official service of the Commonwealth, or of any city, who shall, with the consent of the head of department or office in which any such person serves, act in any examination held under this act. But no person shall serve as examiner of candidates for office, under the provisions of this act, when any relative or connection by marriage, within the degree of first cousin, shall be an applicant. The said commissioners may also incur such expense, not exceeding fifteen hundred dollars a year, as may be proper for printing and stationery and other incidental matters.

As amended by  
c. 177 and 351,  
Acts of 1889.

SECT. 21. The said commissioners shall be provided, under the direction of the governor and council, with an office, properly furnished, in the state house or Commonwealth building, suitable for the performance of the duties imposed by this act.

C. 2, Resolves  
1885.  
C. 34, Resolves  
1892.

SECT. 22. The name and residence of every person appointed, employed or promoted to or in any position coming within the rules established as herein provided, except laborers, together with the name or description of such position and the subsequent rejection or discharge of every such person, shall forthwith be reported to the said commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

SECT. 23. The said commissioners shall keep records of all their proceedings and of all examinations made by them or under their authority, and all recommendations of applicants for office received by said commissioners or either of them, or by any officer having authority to make appointments to office or to employ laborers, or others coming within the scope of the



## MASSACHUSETTS CIVIL SERVICE.

rules established as aforesaid, shall be kept and preserved, and all such records and recommendations shall, subject to such reasonable regulations as may be approved by the governor and council, be open to public inspection.

SECT. 24. Whoever, after a rule has been duly established and published according to the provisions of this act, makes an appointment to office or selects a person for employment contrary to the provisions of such rule, or wilfully refuses or neglects otherwise to comply with or to conform to the provisions of this act, or violates any of such provisions, shall be liable to a penalty of not less than one hundred nor more than one thousand dollars for each offence. [*Approved June 3, 1884.*]

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## Commonwealth of Massachusetts.

[Chapter 437, Acts of 1887.]

AN ACT GIVING PREFERENCE IN APPOINTMENTS TO OFFICE TO  
HONORABLY DISCHARGED SOLDIERS AND SAILORS WITHOUT  
CIVIL SERVICE EXAMINATIONS.

*Be it enacted, etc., as follows :*

SECTION 1. All persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom, may be preferred for appointment to office or employment in the service of the Commonwealth, or the cities thereof, without having passed any examination provided for by chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, or by the rules of the civil service commission made under the provisions of said act. Age, loss of limb or other physical impairment, which shall not in fact incapacitate, shall not be deemed cause to disqualify under this act. But nothing herein contained shall be construed to prevent such persons from making application for such examination, or from taking such examination, provided they are entitled to do so under the rules of said commission.

SECT. 2. This act shall take effect upon its passage. [*Approved June 16, 1887.*]

## Commonwealth of Massachusetts.

[Chapter 352, Acts of 1889.]

AN ACT PLACING ENGINEERS AND OTHERS HAVING CHARGE OF  
STEAM BOILERS IN SCHOOL BUILDINGS IN THE CITY OF BOSTON  
UNDER CIVIL SERVICE RULES.

*Be it enacted, etc., as follows:*

SECTION 1. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled, "An Act to improve the civil service of the Commonwealth and the cities thereof," and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*]

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## Commonwealth of Massachusetts.

[Chapter 473, Acts of 1889.]

AN ACT TO GIVE HONORABLY DISCHARGED SOLDIERS AND SAILORS  
PREFERENCE IN APPOINTMENTS TO OFFICE UNDER CIVIL SERVICE  
RULES.

*Be it enacted, etc., as follows:*

SECTION 1. In all cases of certification for appointment of examined persons under the civil service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war and been honorably discharged therefrom shall be appointed in preference to other persons certified who have not a higher standing on the eligible list.

SECT. 2. This act shall take effect upon its passage. [*Approved June 7, 1889.*]

## Commonwealth of Massachusetts.

[Chapter 140, Acts of 1891.]

AN ACT TO AUTHORIZE THE CIVIL SERVICE COMMISSIONERS TO  
SUMMON WITNESSES AND TAKE TESTIMONY.*Be it enacted, etc., as follows:*

The civil service commissioners or any of them, in all cases requiring investigation by them, may summon witnesses in behalf of the Commonwealth, and may administer oaths and take testimony in such cases. The fees of such witnesses for attendance and travel shall be the same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners. Any justice of the superior court, either in term time or vacation, upon application of the commissioners, may in his discretion compel the attendance of such witnesses and the giving of testimony before the commissioners in the same manner and to the same extent as before said court. [Approved March 28, 1891.]

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## Commonwealth of Massachusetts.

[Chapter 95, Acts of 1893.]

## AN ACT TO DEFINE EXEMPTIONS FROM THE CIVIL SERVICE RULES.

*Be it enacted, etc., as follows:*

Section fifteen of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four is hereby amended by striking out in the first line of said section, the words "elective or", by inserting after the words "and officers", in said first line, the words:—who are elected by the

people or a city council or, — by striking out in the third line, the words “a city council or a school committee”, and inserting in place thereof the words : — of the Commonwealth, or the city council of any city, officers who are elected by either branch of the general court and the appointees of such officers, — by striking out after the word “principal”, in the fourth line, the words “department in”, and inserting in place thereof the words : — departments of the Commonwealth or of, — by striking out in the fourth, fifth and sixth lines, the words “officers for the faithful discharge of whose duties a superior officer is required to give bond”, and inserting in place thereof the words : — the employees of the treasurer of the Commonwealth, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, — by striking out in the seventh line, the words “private secretary”, and inserting in place thereof the words : — secretaries and confidential stenographers, — by striking out in the eighth line, the words “election or”, and inserting after the word “selection”, in said line, the words : — or appointment, — by inserting after the word “commissioners”, in the eleventh line, the word : — and, — by striking out in said eleventh line, the words “superintendents and”, by striking out after the word “marshals”, in the twelfth line, the words “of police departments and chief engineers of”, and inserting in place thereof the words : — or chiefs of police and, — so as to read as follows : — *Section 15.* Judicial officers and officers who are elected by the people, or a city council, or whose appointment is subject to confirmation by the executive council of the Commonwealth, or the city council of any city, officers who are elected by either branch of the general court and the appointees of such officers, heads of any principal departments of the Commonwealth or of a city, the employees of the treasurer of the Commonwealth, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor or of the mayor of any city, shall not be affected as to their selection or appointment by any rules made as aforesaid, but such rules shall apply to members of the police and fire departments, other than police and fire commissioners and chief marshals, or chiefs of police and fire departments. [*Approved March 17, 1893.*]

## Commonwealth of Massachusetts.

[Chapter 253, Acts of 1893.]

### AN ACT PLACING TRUANT OFFICERS IN THE CITY OF BOSTON UNDER CIVIL SERVICE RULES.

*Be it enacted, etc., as follows :*

SECTION 1. All truant officers hereafter appointed by the school committee of the city of Boston, as provided in section eleven of chapter forty-eight of the Public Statutes, shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved April 24, 1893.*]

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## Commonwealth of Massachusetts.

[Chapter 267, Acts of 1894.]

### AN ACT EXTENDING THE PROVISIONS OF THE CIVIL SERVICE ACT TO TOWNS HAVING A POPULATION OF TWELVE THOUSAND INHABITANTS OR OVER.

*Be it enacted, etc., as follows :*

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four entitled, "An act to improve the civil service of the Commonwealth and the cities thereof", and of all acts in amendment thereof and in addition thereto, are hereby extended and made applicable to all towns of the Commonwealth having a population of twelve thousand inhabitants or over.

SECT. 2. This act shall take effect in any such town upon its acceptance by a majority of the legal voters of said town present and voting thereon at a town meeting called for the purpose. [*Approved April 17, 1894.*]



## THE CIVIL SERVICE RULES

OF THE

COMMONWEALTH OF MASSACHUSETTS AND THE CITIES  
THEREOF.

In accordance with the provisions of chapter 320 of the Acts of the year 1884, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of the several cities thereof, and for the employment of laborers in such cities ; and all rules heretofore prepared and approved are hereby rescinded.

## RULE I.

Subject only to the qualifications required to be ascertained in accordance with these rules, the power of appointment and the responsibility of selection are in all cases in the appointing officer or board. The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules.

Appointments  
and removals,  
responsibility  
for.

## RULE II.

The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner and local boards of examiners, and for carrying out the provisions of these rules.

Regulations for  
carrying out  
rules.

## RULE III.

1. For the purpose of making examinations of applicants, the commissioners will designate qualified persons to be members of boards of examiners, and may at any time substitute another person in place of any one so selected.

Commissioners  
to designate  
boards of  
examiners.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to

Experts to aid  
examiners in  
certain cases.



aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

#### RULE IV.

Commissioners  
to apply to  
local authorities  
for temporary  
quarters, etc.

In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

### CLASSIFICATION OF THE SERVICE.

#### RULE V.

Classification,  
two divisions.

1. The offices and places to be filled under these rules shall be classified in two divisions; the first to be known as "The Official Service of the Commonwealth and the several cities thereof;" the second as "The Labor Service."

Amendment.  
Went into effect  
Oct. 1, 1894.

2. The words "city" or "cities" in the civil service rules shall be construed to include and be applied to any town to which they may be applicable under chapter 267 of the Acts of 1894.

### FIRST DIVISION.

#### RULE VI.

First division,  
two Schedules,  
A and B.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

#### *Schedule A.*

Schedule A to  
include clerical  
service, etc.

2. Schedule A shall include clerks, and other persons of whatever designation, rendering service as copyists, recorders, book-keepers, agents, or any clerical, recording, or similar service in the Commonwealth or the several cities, whether paid by time for work done, or by the piece, or in any other way, and designated as the "Clerical Service" of the Commonwealth, or of a certain city. There shall be three classes in Schedule A, namely:—

Amendment.  
Went into effect  
Oct. 1, 1894.

Class 1. Persons, other than those included in class 3, whose annual compensation is at a rate less than eight hundred dollars.

Class 2. Persons, other than those included in class 3, whose annual compensation is at the rate of eight hundred dollars and over.

Class 3. Persons who, while included in Schedule A, by reason of their rendering a limited amount of clerical service, are employed in positions which require special knowledge of duties not clerical, and for which such special knowledge constitutes the chief qualification.

*Schedule B.*

3. Schedule B shall include the following classes:—

Class 1. Turnkeys, watchmen, drivers of prison wagons, and all others doing police duty in the prisons, houses of detention, reformatories and in all other public institutions and departments of the Commonwealth and the several cities, not included in classes 3 and 4 of Schedule B; also watchmen, gatemen and guards in the public parks and ferries.

Class 2. All members of the regular, permanent substitute and call forces of the fire department in the city of Boston.

Class 3. *a.* The detective force of the district police.

*b.* The inspection force of the district police.

*c.* The regular police force and all persons doing permanent police duty in and for and paid by any city of the Commonwealth, except the city of Boston.

*d.* The special, substitute or supernumerary police force and all persons doing temporary police duty in and for and paid by any city of the Commonwealth, except the city of Boston.

Class 4. All members of the regular and reserve police forces in the city of Boston.

Class 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders, employed on bridges in the cities of the Commonwealth.

Class 6. Foremen and sub-foremen of laborers in the cities of the Commonwealth.

Class 7. Inspectors of work, and all persons under whatever designation doing inspection service not included in Schedule A.

Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

Class 9. All members of the regular or permanent fire force of any city, except Boston, after the mayor and aldermen of such city shall have requested the commissioners to include such force in the classified service.

Amendment.  
Went into effect  
Oct. 1, 1894.

Amendment.  
Went into effect  
as to engineers  
Oct. 1, 1894.

Amendment.  
Went into effect  
Feb. 1, 1888.

Amendment.  
Went into effect  
Nov. 1, 1889.

Amendment.  
Went into effect  
March 1, 1893.

Amendment.  
Went into effect  
Nov. 1, 1893.  
Amendment.  
Went into effect  
Oct. 1, 1894.

Class 10. All truant officers in the city of Boston.

Class 11. Engineers, janitors and persons having charge of public school buildings heated by other means than direct furnace or stove heat, in any city except Boston, after the school committee of such city shall have requested the commissioners to include such force in the classified service.

## QUALIFICATIONS.

### RULE VII.

State service,  
residence of  
applicants.

1. Applicants for appointment to any position in the service of the Commonwealth, to which these rules apply, must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application. But this restriction shall not apply to positions in which special expert knowledge is required.

City service,  
residence of  
applicants.

2. Applicants for appointment in the service of a city must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek service for six months next preceding the date of their application, except where special qualifications are required, and the appointing officer requests in writing that the examination be open to persons who are not citizens or residents.

### RULE VIII.

Disqualifica-  
tions for ap-  
pointment, §§ 3,  
4, c. 320, 1884.

No application for appointment will be received from any vender of intoxicating liquor, or any person habitually using intoxicating beverages to excess; or any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth.

### RULE IX.

Moral  
character.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list.

Burden of  
proof.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application.

Failure to prove  
good character.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list; and proof at any time produced to the commissioners of the bad

character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action.

Applicant  
entitled to  
a hearing.

### RULE X.

1. In Schedule A there is no requirement as to age, height and weight, except that female applicants must be not less than eighteen years of age at the time of filing the application.

Amendment as  
to age.  
Went into effect  
Oct. 1, 1894.

2. In Schedule B there shall be the following requirements of age, height and weight:—

a. In class 1 (the prison service) there is no requirement as to age, height and weight, except that applicants for appointment in the State Prison and Massachusetts Reformatory shall be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

Amendment.  
Went into effect  
Oct. 1, 1894.

b. In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age.

Amendment.  
Went into effect  
Oct. 1, 1894.



Amendment.  
Went into effect  
Feb. 1, 1888.

Amendment.  
Went into effect  
Oct. 1, 1894.

Amendment.  
Went into effect  
March 16, 1891.

As amended  
Dec. 14, 1892,  
and Aug. 16,  
1893.

Amendment.  
Went into effect  
March 1, 1893.

Amendment.  
Went into effect  
Nov. 1, 1893.

Amendment.  
Went into effect  
Oct. 1, 1894.

- c. In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than "twenty-two nor over fifty-five years of age at the time of filing the application;" *provided, however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.
- d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.
- e. In all other classes in Schedule B there is no requirement as to age, height or weight, except class 9 and class 10.
- f. Applicants for appointment in class 9 of Schedule B shall be not less than twenty-two nor over thirty-five years of age at the time of making application, and shall be not less than five feet four inches in height and weigh not less than one hundred and twenty pounds; *provided, however*, that call men serving in the fire department may deduct from their actual age any time not exceeding five years during which they have continuously served in such capacity.
- g. Applicants for appointment in class 10 of Schedule B shall be not less than thirty nor over forty-five years of age at the time of making application.
- h. In all cases under this rule applicants shall be measured in bare feet and shall be weighed without clothing.

## APPLICATION.

## RULE XI.

1. Application for admission to examinations in the first division may be made at any time, and shall be on blanks in a form prescribed by the commissioners. Applications for appointment to positions in the service of the Commonwealth, and of the city of Boston, may be filed in the office of the commissioners in Boston; applications for appointment to positions in the service of cities other than Boston may be filed with the local board of examiners in the city where service is sought, or at such other place as the commissioners may hereafter designate.

Applications,  
how made.

2. Each applicant for examination must state, on oath, and in his or her own handwriting: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health, and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment, and residence, for the previous five years. 9. Education. 10. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

Form of  
applications.

## RULE XII.

1. The word "veteran" in this rule shall mean a person who served in the army or navy of the United States in the time of the war of the rebellion, and was honorably discharged therefrom.

Veterans.

2. Any veteran desiring, under chapter 437 of the Acts of 1887, appointment to office or employment in the service classified under the Civil Service Rules, without having passed any examination provided for therein, shall file an application for such appointment, stating, on oath: (1) his full name, residence, and post-office address; (2) the office he seeks; (3) that he desires appointment without having passed any examination provided for by the Civil Service Act or the rules thereunder; (4) his service in the army or navy of the United States in the time of the war of the rebellion, and discharge therefrom; (5) that he has not suffered loss of limb, or other physical impairment, which incapacitates; (6) his citizenship; (7) that he does not habitually use intoxicating beverages to excess,

Veterans under  
ch. 437, 1887, to  
file application.



and is not a vender of intoxicating liquor; (8) that he has not within one year been convicted of any offence against the laws of this Commonwealth.

Application to be supported by certificates.

Such application must be supported by certificates that the applicant has all the qualifications required by law of veterans. Such application, if for an office or employment in the service of the Commonwealth or of the city of Boston, shall be filed in the office of the commissioners in Boston; if for an office or employment in the service of any city other than Boston, it shall be filed with the local board of examiners in such city.

#### RULE XIII.

Applications must be supported by certificates.

Recommendations not received from certain legislators. § 5, c. 320, 1884.

Every application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe. But no recommendation which may be given by any Senator, member of the House of Representatives, alderman or councilman, except as to the character or residence of the applicant, can be received or considered by any person concerned in making any appointment under these rules.

#### RULE XIV.

Application for more than one class.

No application from the same person will be received for appointment or employment in more than one of the schedules or classes of the Civil Service as herein designated; but this shall not apply to persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom.

#### RULE XV.

Effect of false statements.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge during probation or thereafter.

#### RULE XVI.

Defective applications returned.

Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows

that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

#### RULE XVII.

The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their names are entered; *provided*, that persons who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall have precedence in such notification.

Reception of applications and notice to applicants.

#### RULE XVIII.

In class 2, Schedule B (the fire department of Boston), applications shall be received only for appointment to the "call force" and the "permanent substitute force." Permanent substitutes may be appointed in the regular force without further examination or certification, *provided* they have served as permanent substitutes at least six months.

Fire department of Boston, — applications, etc.

#### RULE XIX.

Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier; *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his application.

May file new application.

### EXAMINATION.

#### RULE XX.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Examinations, character, notice of.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Political or religious opinions not to influence appointments. § 16, c. 320, 1884.

Time and place  
of examination.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

#### RULE XXI.

Subjects of  
examination  
designated.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought.

How graded.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

Must obtain  
sixty-five per  
cent.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than sixty-five percentum of complete proficiency in such of the subjects of the examination as may be designated by the commissioners.

Examinations  
where special  
skill and experi-  
ence are re-  
quired.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive. The application for, and notice of, the special examinations, the records thereof, and the certification of those found competent, shall be such as the commissioners may prescribe.

#### RULE XXII.

Physical  
examinations.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them.

By whom made.

2. The examinations to test the physical soundness of applicants for positions in the classified service shall be made by the medical examiners, if for the Commonwealth service, and by the city physicians, or their assistants, if for city service, unless the commissioners shall appoint a physician to conduct such examinations. The results of such examinations shall be certified on blanks furnished by the commissioners.

Amendment.  
Went into effect  
Oct. 1, 1894.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be appointed by the commissioners, and the result shall be recorded upon blanks provided for the purpose.

Additional  
physical  
examination.

#### RULE XXIII.

No person, while remaining eligible on any register, shall be admitted to a new examination, except in special cases where the office to be filled requires special qualifications.

Eligibles not  
admitted to  
examination.

#### ELIGIBLE LIST.

##### RULE XXIV.

1. Those examined shall be marked and graded according to their excellence, as shown by their examination, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

When exam-  
ined, applicants  
shall be graded.

2. Every applicant, under chapter 437 of the Acts of 1887, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Veterans  
eligible without  
examination.

3. No person shall remain eligible more than one year upon any register, unless he shall so request; in which case, under such regulations as the commissioners may make, his name may, without further examination, be continued upon the eligible list for a second year.

Eligible one  
year.

##### RULE XXV.

The commissioners may give to any person examined a certificate of his or her marking.

Persons exam-  
ined may have  
a certificate.

#### REQUISITION AND CERTIFICATION.

##### RULE XXVI.

Whenever there is a vacancy to be filled in the classified service, the appointing officer or power shall make requisition upon the commissioners for the names of eligible persons.

Requisition.



## RULE XXVII.

Certification of  
eligible persons.

Whenever any officer or board having the power of appointment to any office or employment under these rules shall make requisition, the commissioners shall certify to him the names of the three most eligible persons on the proper register, indicating any of them who have served in the military or naval service of the United States in time of war, and been honorably discharged therefrom.

## RULE XXVIII.

Certification of  
specialists.

Whenever the commissioners are notified that proficiency in any special subject is needed in the position to be filled, they may certify the names of three persons on the eligible list having the highest standing (not being below the minimum of sixty-five) in such special subject.

## RULE XXIX.

No person to be  
certified more  
than three times,  
except, etc.

1. No person on any register shall be certified more than three times for the same office, except upon the request in writing of the appointing officer; *provided, however*, if the office requires special or expert qualifications, persons may, in the discretion of the commissioners, be certified more than three times.

2. Clause 1 of this rule shall not apply to veteran soldiers or sailors; and it shall not apply to persons other than such veterans, when certified for appointment with a veteran of equal or higher standing, or with one who receives the appointment, though not within the number of those entitled by reason of examination to be certified.

## RULE XXX.

Requisition for  
veterans.

When an appointing officer in his requisition shall so request, the name of any veteran soldier or sailor standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veteran soldiers or sailors, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

## RULE XXXI.

In case the requisition for certification, or any law or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

Sex.

## RULE XXXII.

If it is shown that any person certified is unsuitable for the position to be filled, the commissioners may certify an additional name; but in every such case the reason for so doing shall be stated in such certification.

Certification of additional names.

## APPOINTMENT.

## RULE XXXIII.

No person shall be appointed to any office or employment in the first division except in the manner provided by these rules.

Appointment.

## RULE XXXIV.

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, except the reserve police and permanent substitute forces of the city of Boston, shall be appointed to any permanent position without requisition and due certification for such position.

Substitutes, specials and supernumeraries.

## RULE XXXV.

1. From the names certified the appointing power shall make a selection to fill the vacant place, subject, however, to the provisions of the following clause, giving preference in appointments to certain persons.

Selection from those certified.

2. In all cases of certification for appointment of examined persons under the Civil Service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall be appointed in preference to other persons certified who have not a higher standing on the eligible list; and persons thus preferred shall not be disqualified from holding a position in the Civil Service on account of any physical disability, *provided* such disability does not render them incompetent to perform the duties.

Army and navy preference.



Appointing officer to be furnished with examination papers, etc.

3. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such verbal inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection.

#### RULE XXXVI.

Provisional appointment. Amendment. Went into effect Oct. 1, 1894.

In cases where there is no suitable eligible list and the commissioners are unable to comply with the requisition, they may, in their discretion, allow a provisional appointment, which may continue until a list of eligibles is obtained by examination, or they may authorize the appointing power to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment; *provided, however*, that, whenever practicable, a competitive examination of applicants for the office shall be held.

#### RULE XXXVII.

Original appointments shall be for a probationary period.

Every original appointment or employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the appointing power, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

#### RULE XXXVIII.

Appointment in Schedule B, class 8. Amendment. Went into effect Oct. 1, 1894.

Where the compensation of any person in class 8 of Schedule B (engineers and janitors of school buildings) does not exceed three hundred dollars a year, the commissioners may, in their discretion, allow appointment to the position without examination, and no person so appointed shall receive more than said compensation, unless duly certified for appointment after examination; *provided, however*, that when a person appointed under this rule shall have served two years in the position, he may be transferred or promoted upon passing a non-competitive examination.

## RULE XXXIX.

Every person having the power of appointment to, or employment in, any position in the first division, shall, within ten days, give notice in writing to the commissioners of the name and place of residence of any person appointed or employed in such position, of the rejection of any such person during or after probation, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

Commissioners to be notified of person selected, etc.

## REAPPOINTMENT.

## RULE XL.

1. No examination shall be required upon a reappointment of any person to the same office.

Reappointment, no examination for.

2. Any person appointed to, or employed in, any position in the first division of the classified service, after due certification for the same under these rules, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service at the same office, within one year next following such dismissal or separation.

Reinstatement of persons dismissed.

## TEMPORARY SERVICE.

## RULE XLI.

1. Appointments in the first division for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than ten days, and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

No person shall be appointed for temporary service, unless regularly certified, except, etc. Amendment. Went into effect Oct. 1, 1894.

2. If for any sufficient reason it shall be impracticable to certify the names of persons who have passed a competitive

Provisional appointments in certain cases.

examination in due season for any appointment or employment in any position in the first division, the commissioners may provide for a provisional appointment by non-competitive examination or otherwise.

## TRANSFER.

### RULE XLII.

Transfer without examination.

Transfer within the classified service without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions; *provided, however*, that no person shall be transferred from class 3 of Schedule A, clerical offices requiring special qualifications, who has never passed a competitive examination under the rules, which entitles him to be placed on an eligible list for the position to which he desires transfer.

Police officers may be transferred from one place to another, under section 11, chapter 28, of the Public Statutes, without examination or notice to the commissioners.

## PROMOTION.

### RULE XLIII.

Amendment.  
Went into effect  
Oct. 1, 1894.

1. Promotions, within the several schedules and classes of the first division of the classified service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and may be by competitive or non-competitive examination; *provided, however*, that no person shall be promoted who has not passed a suitable examination under the rules, and has not served at least one year in the lower position.

2. Promotions in class 2 of Schedule B (fire service of Boston) may be by competitive or non-competitive examination; *provided, however*, that promotions from the call to the permanent substitute force shall be made only through competition with all applicants for said force.

3. Promotions in class 3 of Schedule B (police service of cities other than Boston) shall, so far as practicable, be by successive grades; *provided, however*, that no special, supernumerary, substitute, reserve, or temporary police officer, under

whatever designation (unless a permanent reserve force in any city is established by act of the Legislature), shall be promoted to the regular or permanent force, or assigned to permanent duty, except after competition with all applicants for said force.

4. Promotions in class 4, Schedule B (police service of Boston), shall, so far as practicable, be by successive grades and through competitive or non-competitive examination.

5. Promotions in class 5, Schedule B, from assistant draw-tender to draw-tender, may be made through non-competitive examination.

6. Promotions in class 6 of Schedule B, from assistant or sub-foreman to foreman, may be made through non-competitive examination.

7. Promotions in class 8 of Schedule B (janitors, etc.), except as provided in Rule XXXVIII.; may be made without examination; *provided, however*, that no person shall be promoted or transferred from a position in a furnace-heated school to a steam-heated school without having passed a suitable examination in the care and handling of steam.

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## SECOND DIVISION.

### LABOR SERVICE.

#### RULE XLIV.

Under the second division of the Civil Service there shall be two schedules, to be known as Schedule C and Schedule D. Schedule C shall include all male laborers and mechanics in the employ of the city of Boston, to be designated as the labor service of the city of Boston. Schedule D shall include all male laborers and mechanics in the employ of each of the other cities of the Commonwealth, to be designated as the labor service of such city. The commissioners may, from time to time, provide for the registration and certification of such employees in any of said cities; and they may, in their discretion, discontinue such registration and certification in any of said cities whenever such city shall fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to

Schedules C and D to include day laborers and mechanics.



the labor service of such city. Notice of their action in each case shall be certified to the mayor of such city, and shall be published in one or more newspapers therein.

## RULE XLV.

Laborers, how  
registered.

1. Applicants for labor, who produce satisfactory evidence of their capacity for labor and their habits as to industry and sobriety, shall be registered in the order of their application, at such convenient times and place or places as shall be designated by the commissioners. The register shall state the (1) name, (2) age, (3) residence, (4) citizenship, (5) number and relationship of persons depending for support upon the applicant, (6) service in the army or navy in time of war, (7) previous occupation, (8) references, (9) personal description, and such other information as may be required.

Requisition.

2. When the services of laborers are required, the officer or person having the appointment or selection shall notify the commissioners, stating the number of men wanted, kind of labor for which they are wanted, and the time and place of employment; and said commissioners shall thereupon send to the officer or the person making the requisition the names and residences of twice the number of men called for (if the register contains so many), making an impartial selection, giving preference, other qualifications being equal, to those who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, and to those having families depending upon them for support.

Selection.

3. The selection shall be made from the list so furnished, and the names of those employed shall be returned to the commissioners forthwith. At the end of their term of service, the persons so employed may keep their places on the register, upon application to the commissioners and proof that their labor has been satisfactory.

4. In case the commissioners are unable to fill a requisition for laborers, the fact shall be certified to the officer making the requisition, who shall then make the selection under such regulations as the commissioners may from time to time prescribe.

Regulations.

5. The commissioners may make such regulations as may be necessary to identify the registered applicants, and to preserve a record of their conduct.

6. In cases of emergency, where the work of a department would suffer from delay in filling a vacancy in the labor service, as herein provided, the appointing officer may make a temporary appointment, without requisition upon the commissioners; *provided, however*, that in no case shall such temporary appointment or employment continue for more than five days, and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor.

Selection in cases of emergency. Amendment. Went into effect Oct. 1, 1894.

## OFFICES NOT INCLUDED IN RULES.

## RULE XLVI.

Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth, or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

Applicants for offices not covered by rules may be examined.

The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHAS. THEO. RUSSELL, JR.,  
ARTHUR LORD,  
EDWARD P. WILBUR,

*Civil Service Commissioners.*

November 19, 1889.

In Council, November 27, 1889,

Approved:

HENRY B. PEIRCE,  
*Secretary of the Commonwealth.*

A true copy.

Attest:

WARREN P. DUDLEY,  
*Secretary of Civil Service Commissioners.*

Due notice was given that the foregoing Civil Service Rules would go into operation on the first day of March, A.D. 1890.



AMENDMENTS TO THE RULES.\*

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AMENDMENTS TO THE CIVIL SERVICE RULES, PREPARED BY THE  
CIVIL SERVICE COMMISSIONERS UNDER THE AUTHORITY OF CHAPTER  
320 OF THE ACTS OF 1884.

Rule VI is hereby amended by adding to and including in  
Schedule B the following class:—

“CLASS 9. All members of the regular or permanent fire force  
of any city, except Boston, after the mayor and aldermen of such  
city shall have requested the commissioners to include such force  
in the classified service.”

Clause *e* of section 2 of Rule X is amended by adding thereto  
the words “except class 9.”

The section is hereby further amended by adding the follow-  
ing:—

“*f*. Applicants for appointment in class 9 of Schedule B shall  
be not less than twenty-two nor over thirty-five years of age at  
the time of making application, and shall be not less than five feet  
four inches in height and weigh not less than one hundred and  
twenty pounds; *provided, however*, that call men serving in the  
fire department may deduct from their actual age any time not  
exceeding five years during which they have continuously served  
in such capacity.”

Approved by the Governor and Council Dec. 14, 1892.

Attest: WARREN P. DUDLEY,  
*Secretary of Civil Service Commissioners.*

\* Due notice was given that these amendments to the Civil Service Rules would  
go into operation on the first day of March, A.D. 1893.

AMENDMENTS TO THE RULES.\*

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AMENDMENTS TO THE CIVIL SERVICE RULES, PREPARED BY THE CIVIL SERVICE COMMISSIONERS PURSUANT TO THE AUTHORITY CONFERRED BY SECTION 2 OF CHAPTER 320 OF THE ACTS OF THE LEGISLATURE OF 1884, AND SECTION 1 OF CHAPTER 253 OF THE ACTS OF THE LEGISLATURE OF 1893.

Rule VI. is hereby amended by adding to and including in Schedule B the following class : —

“CLASS 10. All truant officers in the city of Boston.”

Section 2 of Rule X. is hereby amended by adding thereto the following : —

“*g.* Applicants for appointment in class 10 of Schedule B shall be not less than thirty nor over forty-five years of age at the time of making application.”

Clause *e* of section 2 of Rule X. is hereby amended by adding thereto the words “and class 10.”

Approved by the Governor and Council Aug. 16, 1893.

Attest: WARREN P. DUDLEY,  
*Secretary of Civil Service Commissioners.*

\* Due notice was given that these amendments to the Civil Service Rules would go into operation on the first day of November, A.D. 1893.

## AMENDMENTS TO THE RULES.\*

AMENDMENTS TO THE CIVIL SERVICE RULES, PREPARED BY THE CIVIL SERVICE COMMISSIONERS PURSUANT TO THE AUTHORITY CONFERRED BY SECTION 2 OF CHAPTER 320 OF THE ACTS OF THE LEGISLATURE OF 1884.

1. Section 2 of Rule VI. is hereby amended by inserting after the word "cities," in the fourth line thereof, the following: "whether paid by time for work done, or by the piece, or in any other way."

2. Section 3 of Rule VI. is hereby amended by striking out class 3 and substituting therefor the following:—

"CLASS 3. *a.* The detective force of the district police.

"*b.* The inspection force of the district police.

"*c.* The regular police force and all persons doing permanent police duty in and for and paid by any city of the Commonwealth, except the city of Boston.

"*d.* The special, substitute or supernumerary police force and all persons doing temporary police duty in and for and paid by any city of the Commonwealth, except the city of Boston."

3. Section 3 of Rule VI. is hereby further amended by striking out class 5 and substituting therefor the following:—

"CLASS 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders, employed on bridges in the cities of the Commonwealth."

4. Section 3 of Rule VI. is hereby further amended by adding to and including in Schedule B thereunder the following class:—

"CLASS 11. Engineers, janitors and persons having charge of public school buildings heated by other means than direct furnace or stove heat, in any city except Boston, after the school committee of such city shall have requested the commissioners to include such force in the classified service."

\* Due notice was given that these amendments to the Civil Service Rules would go into operation on the first day of October, A.D. 1894.

5. Section 1 of Rule X. is hereby amended by adding thereto the following: "except that female applicants must be not less than eighteen years of age at the time of filing the application."

6. Clause *a* of section 2 of Rule X. is hereby amended by adding thereto the following: "except that applicants for appointment in the State Prison and Massachusetts Reformatory shall be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds."

7. Clause *b* of section 2 of Rule X. is hereby amended by striking out the word "six," in the fourth line, and inserting in place thereof the word "seven;" and inserting after the word "thirty," in the sixth line thereof, the word "five."

8. Clause *c* of section 2 of Rule X. is hereby amended by striking out the last clause thereof, beginning with the words "In all cases in this class," and substituting therefor the following:—

"In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds."

9. Section 2 of Rule X. is hereby further amended by adding thereto the following: "*h.* In all cases under this rule applicants shall be measured in bare feet and shall be weighed without clothing."

10. Section 2 of Rule XXII. is hereby repealed, and the following substituted therefor:—

"2. The examinations to test the physical soundness of applicants for positions in the classified service shall be made by the medical examiners, if for the Commonwealth service, and by the city physicians, or their assistants, if for city service, unless the commissioners shall appoint a physician to conduct such examinations. The results of such examinations shall be certified on blanks furnished by the commissioners."

11. Rule XXXVI. is hereby amended by striking out the first twenty-one words and inserting in place thereof the following:—

"In cases where there is no suitable eligible list and the commissioners are unable to comply with the requisition."

12. Section 2 of Rule XXXVII. is hereby repealed.

13. Rule XXXVIII. is hereby repealed and the following substituted therefor:—

#### "RULE XXXVIII.

"Where the compensation of any person in class 8 of Schedule B (engineers and janitors of school buildings) does not exceed three hundred dollars a year, the commissioners may, in their dis-

cretion, allow appointment to the position without examination, and no person so appointed shall receive more than said compensation, unless duly certified for appointment after examination; *provided, however*, that when a person appointed under this rule shall have served two years in the position, he may be transferred or promoted upon passing a non-competitive examination."

14. Section 1 of Rule XLI. is hereby amended by adding the words "in the first division" after the word "appointments," in the first line thereof, and by striking out the word "thirty," in the sixth line thereof, and substituting therefor the word "ten."

15. Rule XLIII. is hereby repealed and the following substituted therefor:—

"PROMOTION.

"1. Promotions, within the several schedules and classes of the first division of the classified service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and may be by competitive or non-competitive examination; *provided, however*, that no person shall be promoted who has not passed a suitable examination under the rules, and has not served at least one year in the lower position.

"2. Promotions in class 2 of Schedule B (fire service of Boston) may be by competitive or non-competitive examination; *provided, however*, that promotions from the call to the permanent substitute force shall be made only through competition with all applicants for said force.

"3. Promotions in class 3 of Schedule B (police service of cities other than Boston) shall, so far as practicable, be by successive grades; *provided, however*, that no special, supernumerary substitute, reserve or temporary police officer, under whatever designation (unless a permanent reserve force in any city is established by act of the Legislature), shall be promoted to the regular or permanent force, or assigned to permanent duty, except after competition with all applicants for said force.

"4. Promotions in class 4, Schedule B (police service of Boston), shall, so far as practicable, be by successive grades and through competitive or non-competitive examination.

"5. Promotions in class 5, Schedule B, from assistant draw-tender to draw-tender, may be made through non-competitive examination.

"6. Promotions in class 6 of Schedule B, from assistant or sub-foreman to foreman, may be made through non-competitive examination.



“7. Promotions in class 8 of Schedule B (janitors, etc.), except as provided in Rule XXXVIII., may be made without examination; *provided, however*, that no person shall be promoted or transferred from a position in a furnace-heated school to a steam-heated school without having passed a suitable examination in the care and handling of steam.”

16. Section 6 of Rule XLV. is hereby repealed and the following substituted therefor:—

“6. In cases of emergency, where the work of a department would suffer from delay in filling a vacancy in the labor service, as herein provided, the appointing officer may make a temporary appointment, without requisition upon the commissioners; *provided, however*, that in no case shall such temporary appointment or employment continue for more than five days, and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor.”

17. Rule V. is hereby amended by adding thereto the following:—

“2. The words ‘city’ or ‘cities’ in the Civil Service Rules shall be construed to include and be applied to any town to which they may be applicable under chapter 267 of the Acts of 1894.”

Approved by the Governor and Council July 12, 1894.

Attest: WARREN P. DUDLEY,  
*Secretary of Civil Service Commissioners.*



## GENERAL REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSIONERS.

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## THE CHIEF EXAMINER.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

2. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

## THE SECRETARY.

3. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

## EXAMINERS.

4. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary ; and a majority of any board may conduct an examination in the absence of the other members. The secretary of each board shall keep a complete record of its proceedings, and of all the examinations held by it, in such form as the commissioners may prescribe.

5. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city ; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

6. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

7. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

8. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

9. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

10. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

11. No examiner shall disclose, unless by consent of those examined, the results of the examination.

12. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

13. Complaints of any injustice or unfairness on the part of any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

14. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law twenty cents for each applicant whose examination he shall attend, and twenty cents additional for each set of examination papers he

shall mark ; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of twenty-five cents for each eligible so registered. [3, 24, '93.]

15. When a civil service examiner becomes an applicant for a position within the classified civil service, his office as examiner shall be declared vacant.

#### COMPETITIVE EXAMINATIONS.

16. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

17. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

18. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

19. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

20. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined by the city physician to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo such further physical examination as the commissioners may from time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

Such examination shall be made by a physical examiner, to be appointed by the commissioners, and shall be recorded upon

blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage of excellence which the several applicants shall respectively be found to possess.

The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners; and the quotient found by the division of the aggregate of value so arrived at, of each applicant, by the aggregate of weights shall constitute the percentage of condition of such applicant.

When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant. [1, 9, '91.]

To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), equal weight shall be given to the physical and educational examinations; in Class 2, Schedule B (the fire force of Boston), the comparative weight to be given to each of such examinations shall be three to two. [1, 30, '94.]

21. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination: *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

22. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination by one of the medical examiners of the Commonwealth as may be from time to time prescribed by the commissioners.

#### NON-COMPETITIVE EXAMINATIONS.

23. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates on the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

24. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certificates); but any person named by the appointing power for non-



competitive examination may file such paper at any time before undergoing the examination.

25. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

26. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such person as he may select.

#### SPECIAL EXAMINATIONS.

27. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

28. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

29. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

30. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

31. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

#### MARKING.

32. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

33. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.

34. The marking of each question or subject shall be made on a scale of 100, which shall represent entire accuracy; and 0 shall represent entire ignorance. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

35. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

36. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

37. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

## EXAMINATION OF \_\_\_\_\_

(For a position in Class 1, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	80	4	320
Dictation, . . . . .	75	2	150
Copying rough draft, . . . . .	70	3	210
Orthography, . . . . .	85	1	85
Arithmetic, . . . . .	82	3	246
Composition, . . . . .	70	2	140
	—	15	1,151
General average standing, . . . . .	—	—	76.73



## EXAMINATION OF \_\_\_\_\_

(For a position in Class 2, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	85	4	340
Dictation, . . . . .	90	2	180
Copying rough draft, . . . . .	96	3	288
Orthography, . . . . .	100	1	100
Arithmetic, . . . . .	80	3	240
Interest and discount, . . . . .	75	2	150
	—	15	1,298
General average standing, . . . .	—	—	86.53

## EXAMINATION OF \_\_\_\_\_

(For a position in Schedule B.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship, . . . . .	70	2	140
Copying, . . . . .	80	2	160
Clearness and correctness of statement, . . . . .	75	3	225
Experience, . . . . .	80	3	240
Arithmetic, . . . . .	70	2	140
Local data ; duties, . . . . .	70	3	210
	—	15	1,115
Educational qualifications, . . . . .	—	—	74.33
Physical qualifications, . . . . .	—	—	85.
	—	2	159.33
General average standing, . . . .	—	—	79.66

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column ; the sum of these products, divided by the sum of the weights, gives the general average standing.

## ELIGIBLE LIST.

38. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

39. Priority of date in examination will give no advantage in position on the eligible list.

40. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

41. Persons whose names are on the eligible list for the prison service of a city may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and, if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

42. Persons whose names have been on an eligible list one year, may, upon request in writing, and satisfactory evidence in regard to health and other qualifications, be continued upon the eligible list without further examination for a second year.

## CERTIFICATION.

43. In all cases of certification, the appointing officer is entitled to three names. He can make requisition to fill each vacancy, and receive three names; or, for his own convenience, unless otherwise ordered in any particular case by the commissioners, in cases where more than one vacancy exists, he can, in one requisition, call for names to fill all the vacancies. In that case he will receive together the names he would have received in separate certifications. As no person under the rules is entitled to certification more than three times except by consent of the appointing power, this proportion shall be as follows: For one vacancy, three names shall be certified; for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those pre-

scribed for such multiple ; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple. For example : —

For 1 vacancy certify 3 names.

2 vacancies	"	4	"
3	"	5	"
4	"	8	"
5	"	9	"
6	"	10	"
7	"	13	"
8	"	14	"
9	"	15	"
10	"	18	"

For 11 vacancies certify 19 names.

12	"	"	20	"
13	"	"	23	"
14	"	"	24	"
15	"	"	25	"
16	"	"	28	"
17	"	"	29	"
18	"	"	30	"
19	"	"	33	"
20	"	"	34	"

44. Whenever an officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint to office a smaller number than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled. In case of doubt what that number would be, he will apply to the commissioners for information before making selection.

45. No one who may be examined upon any subject of a technical or special character, in addition to the general or limited examination, shall be entitled to be certified for appointment, if his standing in such subject shall be less than sixty-five per centum of complete proficiency.

46. All the applicants for promotion in the Boston police force who pass the regular examination in penmanship, orthography, composition, arithmetic and the duties of the office, shall be certified to the Board of Police. Those who served in the military or naval forces of the United States in time of war, and received an honorable discharge therefrom, shall be indicated ; and such persons shall be preferred for appointment.

47. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he or she is registered, the commissioners may direct that such person be not certified ; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

48. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

## GENERAL PROVISIONS.

49. In case any applicant makes any false statement for the purpose of securing an examination or preference, or has been guilty of bad faith or fraud, and in case *prima facie* evidence shall be presented to the board of examiners that any person on a record or register is, by reason of bad character or dissolute habits, or any criminal or disgraceful act committed by him, or of his dismissal for good cause from the public service, not a fit person to be examined, marked or certified, it will be the duty of the board to report upon the matter fully and promptly to the commissioners; and the marking, grading or certification of such person shall be suspended, pending the action of the commissioners upon the subject. Upon such report to the commissioners, or the production of any other evidence, the commissioners will make the proper investigation and give appropriate direction to the board of examiners.

50. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

51. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

## SPECIAL REGULATIONS

IN RELATION TO THE

### EMPLOYMENT OF LABORERS AND MECHANICS.

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1. Men who seek employment as laborers or mechanics shall apply for registration at the civil service labor office, in their respective cities, at such times as may be designated by the commissioners. When the applicants for work as common laborers, or as skilled laborers or specialists, are, in the opinion of the commissioners, sufficient to meet all probable demands for a period of six months or more, registration of the class for which the supply is sufficient shall cease, except in the case of persons who have served in the army or navy of the United States in time of war, and received an honorable discharge therefrom, and who produce the requisite certificates as to character and capacity.

2. No applicant for the labor service who may have acquired, by reason of previous registration or previous service, the right to register in the second division of the classified service at the time when the eligible list is closed to general registration, shall retain such right unexercised for a longer period than two years, except by vote of the commissioners.

3. Laborers employed as boys, and receiving boys' pay, who have served as such two years, may, at the request of the head of the department in which they have served, be allowed to register at any time as laborers in the classified service.

4. Each applicant must produce a certificate, signed by two reputable citizens of his city, of his capacity for labor and his habits as to industry and sobriety: *provided, however*, that in the case of a person honorably discharged from the services of the city, a certificate by the officer under whom he served, of his capacity and good conduct, may be accepted, in the absence of evidence to the contrary, as sufficient. When the applicant desires to be registered for any other service than that of a common



laborer, he will be required to produce a certificate, from some competent person or persons, of his ability to do the special kind of work for which he alleges capacity, and for which he desires to be certified.

5. The registration clerk shall require each applicant to state, under oath, his name, residence, citizenship, age and number of persons depending upon him for support; his services, if any, in the army or navy in time of war; his present employment and past occupation; and such other facts as the commissioners may deem necessary to show his capacity for labor and his habits as to industry and sobriety.

6. The clerk shall append to each statement a brief personal description of the applicant, and any notes that may serve to show his capacity for the service sought. Where the applicant appears to possess very superior physical qualifications, the fact will be noted. The certificates produced by each applicant shall be attached to his statement, and placed in an envelope bearing his name and number.

7. Before entering the name of any applicant on the register, such further inquiry may be made in regard to his character and capacity as the commissioners may deem practicable or expedient.

8. When it shall appear from the evidence presented that an applicant is capable and of temperate and industrious habits, the clerk shall place his name on the register.

9. In case an applicant, who has made a sworn statement as hereinbefore provided, is found to be unfit or in any way disqualified to perform the service which he seeks, his name shall not be entered on the register, and the reason therefor shall be endorsed on the applicant's statement.

10. When the services of laborers are required in any department to which the rules apply, the head of the department, or other officer thereto duly authorized, shall make a requisition upon the commissioners for the number of laborers wanted, specifying the kind of service for which they are wanted.

11. Upon the receipt of such requisition, the clerk, under the direction of the commissioners, shall send to the officer making the requisition double the number of names called for, if the register contains so many, stating the following particulars in regard to each; namely, registration number, name, residence, citizenship, age, number in family, service in army or navy in time of war, kind of labor for which he alleges capacity, references, and such other information as the commissioners may direct.

12. In filling requisitions for laborers and mechanics, preference will be given, other things being equal, to those on the register



who have had experience in city work, those who have served in the army or navy in time of war, and those having families depending upon them for support. When the service calls for men possessing superior physical qualifications, the officer making the requisition will so state; and the selection will, so far as practicable, be made from those marked at the time of registration as possessing such qualifications.

13. Whenever the commissioners shall be unable to fill a requisition for laborers, and shall certify such fact to the officer making the requisition, and permit him to make the selection himself, the laborers so selected shall present themselves at the civil service labor office, in their city, for registration in the manner and under the condition prescribed for those seeking employment, as set forth in special regulations in relation to the employment of laborers: *provided*, that the commissioners may suspend this regulation in emergencies, when, in their opinion, the good of the service shall require such action.

14. Whenever an officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection therefor from the whole list certified to him, but only from the number of names standing first upon said list double the number he shall actually employ.

15. When the head of the department or other officer has selected and employed such of the persons named on said list as he may require, he shall forthwith return to the commissioners' office a list of the persons so selected, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond to the call of the head of the department or other officer, or decline the employment offered, or withdraw from the service without good cause, the registered numbers of such persons shall be returned to the commissioners with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

16. When a laborer in any of the departments coming within the rules is discharged or dropped from the pay-rolls, a certificate of the fact shall be sent to the commissioners, on a form provided therefor, stating the name of the person, his registration number, the date of his employment, the kind of work on which he was employed, the date of his discharge, the cause and whether his conduct and work have been satisfactory.

17. If the person so discharged or dropped desires to have his name restored to the register, he can apply at the registration office; and, if it appears that his conduct and work have been

satisfactory, and that he is a man of good habits and able-bodied, it will be done.

18. When a person is discharged from the labor service for "loitering," "incompetence," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions hereinbefore prescribed for men discharged for "incompetency," etc. In case a person is discharged a second time for any of the causes named, he shall not be eligible for registration again, except by special vote of the commissioners.

## RULINGS OF COMMISSIONERS.

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### I. RULINGS UPON CONSTRUCTION OF THE CIVIL SERVICE ACT.

1. "*Shall supervise the administration of the rules.*" [Civil Service Act, sect. 2.] The jurisdiction conferred by the Act upon the Civil Service Commissioners is to prepare civil service rules and supervise their administration. They are not required to supervise the administration of those provisions of the Civil Service Act which have force and effect wholly separate and apart from the rules.

2. "*May be given a general or a limited application.*" [Civil Service Act, sect. 14.] Their limitation may be geographical or subjective. The rules may be applied to certain cities and to certain classes of public offices. (*See Opinion of Justices of Supreme Judicial Court, 138 Mass. 601.*)

3. "*In time of war.*" [Civil Service Act, sect. 14, clause 6; and Rule XXXV., clause 2.] Actual service under General Custer against the Indians held to give preference.

4. "*Conviction*" [Civil Service Act, sect. 4] is not limited to mean merely the conviction by a verdict or plea of guilty, but fairly includes a final judicial determination or judgment before the right to appointment or employment in the public service can be denied to any citizen otherwise qualified. [1, 25, '89.]

5. "*Chief superintendents and marshals of police departments.*" Assistant or deputy marshals are not included in this exemption. They are not within the language or intention of the exemption. The word "chief" is used here as an adjective, meaning the "principal." (*See report for 1886, page 96.*)

6. "*They may designate persons in the official service.*" [Civil Service Act, sect. 20.] This does not exclude private citizens.

### II. RULINGS UPON CONSTRUCTION OF THE RULES.

7. *Increase of Age.* — A person examined and found eligible for appointment is not rendered ineligible for appointment or con-

tinuance on the eligible list by the fact that he has passed the maximum age limit after filing his application.

8. *Alien Women.*—A woman who is not native born, and who has never been naturalized, is not a citizen of the United States within the meaning of the rules, unless her parents were native born, or were naturalized during her minority.

9. “*Sixty-five percentum of complete proficiency in the first three subjects.*” [Rule XXI., clause 3.] Under this Rule, to determine whether an applicant has obtained the required percentum, the average of all the papers upon each subject must be taken, and the relative weights applied. [12, 20, '86.]

10. *Marking.*—Under Rule XXI., the “standing upon a just grading,” “in each of the obligatory subjects,” shall be construed to mean the standing upon such subjects after the weights prescribed by the commissioners have been applied and the average obtained. [12, 20, '86.]

11. “*Persons may be certified more than three times.*” [Rule XXIX., clause 1.] This does not apply to a person who, at the time of certification, is not one of the three highest on the eligible list, and the rule does not in any case enlarge the number of persons to be certified. [8, 20, '86.]

12. *The Request of an Appointing Officer.*—Under Rule XXIX., clause 1, the request of an appointing officer to the further certification of a person after a certification three times must be made at the time of making requisition. When such request is made, the said person shall be restored to the eligible list for certification to such appointing officer, if the limit of time for which his name was originally placed on the list has not expired, and his standing places him within the number entitled to be certified on said requisition. [1, 30, '88.]

13. *City Marshal appointed Police Officer.*—The city marshal of Worcester, holding an appointment as a police officer of the city, independent of his appointment as city marshal, so that his removal from or suspension in the latter office would not vacate his warrant as a police officer, can be reappointed a police officer at the expiration of his term, without examination, in the same manner as other regular police officers within the classified service. [1, 1, '86.]

14. *Appointment after Dismissal.*—A person who was in the service when the civil service rules went into operation, and who afterwards resigned or was dismissed without any fault or delinquency, can be restored to the service only in accordance with the



civil service rules, as in case of an original appointment. [4, 23, '86, and 3, 11, '90.]

15. *Eligible*. — A police applicant does not cease to be an eligible, so as to be removed from the operation of section 3 of Rule IX., from the fact that he has been nominated by the mayor, if his confirmation by the board of aldermen is pending. [5, 3, '92.]

16. *Eligible List*. — When a person whose name is on more than one eligible clerical list receives a permanent appointment through certification from either of said lists, his name shall be dropped from all such lists. [3, 11, '90.]

17. *Reappointment after Previous Service*. — In those departments of the State or of the cities where the services of clerks are required during only a part of the year, the persons who have been heretofore employed in such service may be re-employed for the same service without being certified under the rules: *provided*, always, that the employment is as continuous and prolonged as its nature will permit. There is clearly a distinction to be made between such service and the permanent service. While the former furnishes a proper basis for reappointment for the same position, it does not establish such a relation to the service as would justify transfer or promotion to a permanent position without examination, as provided in clause 5 of Rule XLIII.

18. *Permanent Appointment*. — Under civil service Rule XXXVII., a person must serve six months from the date of his appointment upon certification before he can receive a permanent appointment. [3, 14, '90.]

19. *Temporary Service*. — When a requisition is made to fill a vacancy in any permanent position included in Schedule A, and a person certified and appointed under the civil service rules is performing temporary service in the office or department from which the requisition is made, such person shall, for all purposes of certification, be deemed on the eligible list. [6, 7, '85.]

20. *Transfer for Temporary Service*. — A person who has been employed during the year in temporary clerical service in the assessors' office may be transferred, without examination, for temporary clerical service in the office of the registrars of voters, provided his name appears upon the roll in this office as one of the temporary clerks in the assessors' office, and the transfer is made in accordance with the provisions of the rules. [6, 15, '86.]

21. *Transfer*. — A person in the prison service of a city may be transferred to a position in the prison service of the Common-



wealth, upon the request of the head of the institution desiring his services, and the consent of the head of the institution where he is employed at the time.

22. *Emergency.* — The only emergency which will justify a temporary appointment, without previous requisition, is one where the public business will suffer from delay in filling the position as provided by the rules. This definition necessarily excludes all cases where another employee in the same office can perform the duties of a suddenly vacated position during the brief period needed for filling a requisition; all cases where extra work comes upon an office, when a reasonable exercise of forethought would give time to provide for it regularly by making requisition for additional help; all cases where an immediate filling of a vacancy is desirable, without being essential to the good of the service; and similar cases. [12, 10, '86.]

23. *Special Police Officers from Eligible List.* — Special police officers who have been appointed from the eligible list, although having a permanent appointment, are, by reason of the intermittent nature of their service, entitled to be retained on the eligible list for appointment as regular police officers. [10, 9, '86.]

24. *Local Ordinances and Regulations.* — The civil service commissioners will take cognizance of local ordinances and rules and regulations in regard to the age, residence and citizenship of persons appointed to or employed in any position in the classified service, in the several cities of the Commonwealth, provided that such local ordinances or rules or regulations are not contrary to the civil service rules approved by the Governor and Council. [12, 16, '85.]

25. *Probationary Period.* — Cases of promotion are not original appointments, in the sense that service for a probationary term will be required. [12, 20, '86.]

26. *Laborers, Promotion of.* — Laborers cannot be promoted to offices in the first division of the classified service by non-competitive examination. [6, 3, '89.]

27. *Health Officer.* — Whenever the duties prescribed for the health officer of a city are such as can only be performed by a physician, such position is not within the classified civil service. [6, 6, '89.]

28. *Clerks, Promotion of.* — When the pay of the clerk is increased so as to raise the annual compensation from a sum less than eight hundred dollars to the sum of eight hundred dollars or

over, it is equivalent to promotion from one class to another ; and the person whose pay is so increased must be subjected to a non-competitive examination, unless he has already passed an examination for the higher clerical service. [3, 1, '86.]

29. *Fire Department of Boston.*—Call substitutes can be appointed by the fire commissioners, without the intervention of the civil service commissioners ; but such substitutes cannot be appointed in the call force, or as permanent substitutes, without undergoing examination in the same manner as is required for admission to those branches of the service.

All assignments for duty in the regular force, in positions below that of lieutenant, may be made by the fire commissioners, without the intervention of the civil service commissioners.

### III. RULINGS UPON CLASSIFICATION OF THE PUBLIC SERVICE.

30. *Experts in Bureau of Statistics of Labor.*—The experts and special investigators, employed from time to time for temporary service in the Bureau of Statistics of Labor, are not included in the present classified service of the Commonwealth. [6, 10, '85.]

31. *Assistant Superintendent of Lyman School.*—The office of assistant superintendent of the Lyman School for Boys at Westborough is not within the present classified service. [5, 5, '86.]

32. *Indexer of Public Statutes.*—The person annually appointed, under chapter 238 of the Acts of 1882, to prepare tables for publication in the "Blue Book," showing the annual changes made in the Public Statutes and in all subsequent general legislation, is not within the classified service. [5, 19, '86.]

33. *Analysts and Chemists.*—The analysts and chemists provided for by chapter 263 of the Acts of 1882, relating to the adulteration of food and drugs, are not included in the classified service. The inspectors provided for under the same statute are within the classified clerical service. [7, 12, '86.]

34. *Treasurer of Overseers of the Poor.*—Owing to the peculiar qualifications required of the treasurer of the Overseers of the Poor in Boston, it was held that the office does not come within the provisions of Rule VI., clause 2, defining the clerical service, and, therefore, is not within the classified service. [4, 27, '86.]

35. *Assistant Assessors.*—First and second assistant assessors of taxes in Boston are not within the classified service, as the duties of the office do not come within either of the classes mentioned in Rule VI. [1, 9, '86.]

36. *Watchmen.* — Watchmen for night service, appointed under authority of a city ordinance by the mayor and aldermen, and paid by the city, are held to be members of the regular police force of the city, within the civil service rules.

37. *Superintendent of Pier.* — The person in charge of the pier at the Marine Park in South Boston is within the classified service, and comes under the head of Park Police and Watchmen, Schedule B, Class 1. [7, 22, '86.]

38. *Boys.* — Laborers employed as boys, and receiving boys' pay, are not within the classified labor service. [10, 6, '86.]

39. *Visitor of Overseers of the Poor.* — The visitor or secretary of the Board of Overseers of the Poor, when a member of the Board, is not within the classified civil service, in such case the performance of the duties of visitor or secretary being held to be the assumption of additional duties as a member of the Board; but such person, who has been appointed without certification, by reason of his membership of the Board, to any office in the classified service, cannot continue to hold such office after ceasing to be a member of the Board. [2, 28, '88.]

40. *Classified Offices.* — Persons employed by the city of Boston as clerks, watchmen, laborers, etc., in work of the city outside the city limits, are within the classified civil service. [11, 14, '90.]

41. *Assistants to the Superintendent of Public Buildings of Boston* fall within class 7 of Schedule B of the classified service. [3, 1, '92.]

## CIVIL SERVICE COMMISSIONERS.

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CHARLES THEODORE RUSSELL, Jr., *Chairman*, CAMBRIDGE.

ARTHUR LORD, PLYMOUTH.

EDWARD P. WILBUR, BOSTON.

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*Chief Examiner.*

HENRY SHERWIN, JAMAICA PLAIN.

---

*Secretary.*

WARREN P. DUDLEY, CAMBRIDGE.

---

*Registration Clerk, — Labor Office, Boston.*

GEORGE H. JOHNSON.

*Registration Clerk, — Labor Office, Cambridge.*

HARRY L. LINCOLN.

*Registration Clerk, — Labor Office, New Bedford.*

ROBERT R. TOPHAM.

*Registration Clerk, — Labor Office, Newton.*

THEODORE A. FLEU.

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EXAMINERS.

*For the Commonwealth Service.*

WILLIAM D. HAWLEY.  
 FREDERICK G. PETTIGROVE.  
 JAMES W. RICKER.  
 ELIZABETH C. PUTNAM.  
 SAMUEL A. GREEN.  
 BENJAMIN PETTEE.  
 HENRY M. NOURSE.  
 JOHN F. TYLER.  
 FREDERICK L. COBURN.

WILLIAM O. ROBSON.  
 ANNE M. ROBBINS.  
 JAMES TUCKER.  
 LEMUEL POPE.  
 XANTHUS H. GOODNOUGH.  
 CHARLES E. DAVIS, Jr.  
 ZILPHA D. SMITH.  
 CARRIE B. COLE.

*For the City of Boston.*

JOSEPH H. JENKINS.  
 JOSEPH D. FALLON.  
 WILLIAM F. DAVIS.  
 CHARLES E. DAVIS, Jr.  
 HENRY MANLEY.  
 JOHN F. DEVER.  
 SAMUEL J. MENARD.  
 HENRY A. WYMAN.  
 SAMUEL A. GREEN.  
 JAMES W. RICKER.  
 ZILPHA D. SMITH.  
 BENJAMIN PETTEE.  
 JAMES TUCKER.  
 LEMUEL POPE.  
 XANTHUS H. GOODNOUGH.  
 GEORGE H. GRUEBY.  
 CHARLES E. JACKS.  
 J. HENRY ADAMS.  
 JOHN H. MCCOLLOM.  
 RUSSELL D. ELLIOTT.  
 WILLIAM D. HAWLEY.  
 FREDERICK G. PETTIGROVE.  
 FREDERICK L. COBURN.  
 HENRY M. NOURSE.  
 J. FRANCIS DUSTAN.  
 WILLIAM O. ROBSON.  
 ANNE M. ROBBINS.  
 CARRIE B. COLE.  
 CHARLES R. BROWN.

*For the City of Brockton.*

DEWITT C. PACKARD, *Secretary*.  
 AUGUSTUS T. JONES.  
 GEORGE E. KEITH.

*For the City of Cambridge.*

CHARLES H. MORSE, *Secretary*.  
 SAMUEL L. MONTAGUE.  
 MICHAEL CORCORAN.  
 WILLIAM T. PIPER.

*For the City of Chelsea.*

D. FRANK KIMBALL, *Secretary*.  
 FRANK B. FAY.  
 JOHN C. HALL.

*For the City of Chicopee.*

GEORGE D. ELDREDGE, *Secretary*.  
 EMERSON GAYLORD.  
 NORRIS R. WOOD.

*For the City of Everett.*

CHARLES BRUCE, *Secretary*.  
 DANIEL B. FESSENDEN.  
 WOODBURY A. HAM.

*For the City of Fall River.*

EDWARD F. MURPHY, *Secretary*.  
 WILLIAM B. LOVELL.  
 CHARLES J. HOLMES.

*For the City of Fitchburg.*

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 HENRY E. TURNER, Jr.

*For the City of Marlborough.*

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 JOHN L. STONE.

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 FREDERICK H. KIDDER.  
 GEORGE W. MILLS.

*For the City of New Bedford.*

DANIEL B. LEONARD, *Secretary*.  
 ALBERT B. DRAKE.  
 ROBERT R. TOPHAM.

*For the City of Newburyport.*

OLIVER B. MERRILL, *Secretary*.  
 HENRY B. LITTLE.  
 JOHN F. YOUNG.

*For the City of Newton.*

JOHN C. BRIMBLECOM, *Secretary*.  
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 DWIGHT CHESTER.  
 FREDERICK L. THAYER.

*For the City of Northampton.*

JOHN W. MASON, *Secretary*.  
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*For the City of Pittsfield.*

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 JOSEPH TUCKER.  
 STEPHEN C. BURTON.

*For the City of Quincy.*

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 WILLIAM B. WHITE.  
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*For the City of Salem.*

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 JOSEPH P. FESSENDEN.  
 CLIFFORD BRIGHAM.

*For the City of Somerville.*

GEORGE I. VINCENT, *Secretary*.  
 CHARLES S. LINCOLN.  
 HORACE C. WHITE.

*For the City of Springfield.*

CHARLES H. CHURCHILL, *Sec'y*.  
 ALBERT T. FOLSOM.  
 SAMUEL B. SPOONER.  
 FREDERICK H. STEBBINS.

*For the City of Taunton.*

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 ABNER COLEMAN.  
 GEORGE D. CHASE.

*For the City of Waltham.*

LUMAN N. HALL, *Secretary*.  
 CORNELIUS MCCORMICK.  
 HENRY S. MILTON.

*For the City of Woburn.*

CHARLIE A. JONES, *Secretary*.  
 FRANCIS A. PARTRIDGE.  
 EDWARD J. GREGORY.

*For the City of Worcester.*

FRANK B. HALL, *Secretary*.  
 JAMES EARLY.  
 FREDERICK W. SOUTHWICK.

AUGUSTUS H. BROWN, M.D. *Physical Examiner*.

ANDREW J. SAVAGE, *Examiner in the Use and Handling of Steam*.

## APPLICATION PAPER.

## QUALIFICATIONS.

Applicants must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application, and, if they apply for appointment in the service of a city, they must have resided in such city for six months next preceding the date of their application.

In Schedule A there is no requirement as to age, height and weight, except that female applicants must be not less than eighteen years of age.

In Schedule B there are the following requirements as to age, height and weight: (a.) In class 1 (the prison service) there is no requirement as to age, height and weight, except that applicants for positions in the State Prison and Massachusetts Reformatory must be not less than five feet seven inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing. (b.) In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet seven inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing: *provided, however*, that applicants for appointment to the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age. (c.) In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than twenty-two nor over fifty-five years of age at the time of filing the application: *provided, however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height in bare feet and weigh not less than one hundred and thirty-five pounds without clothing. (d.) In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height in bare feet and weigh not less than one hundred and forty pounds without clothing. (e.) In class 9 persons can apply only after the mayor and aldermen of any city, except Boston, shall have requested the commissioners to include the fire force of such city in the classified service. When so included, applicants for

appointment in class 9 of Schedule B shall be not less than twenty-two nor over thirty-five years of age at the time of making application, and shall be not less than five feet four inches in height in bare feet and weigh not less than one hundred and twenty pounds without clothing: *provided, however,* that call men serving in the fire department may deduct from their actual age any time not exceeding five years during which they have continuously served in such capacity. (*f.*) In class 10 applicants for appointment as triant officers in the city of Boston must be not less than thirty nor over forty-five years of age at the time of filing the application. (*g.*) In all other classes in Schedule B there is no requirement as to age, height or weight.

#### DIRECTIONS.

1. All the statements in this application shall be made under oath or affirmation, and in the applicant's own handwriting.

2. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

3. Send application, after being filled out, if for service in the departments of the Commonwealth or the city of Boston, addressed to the Civil Service Commissioners, Boston, Mass. If for local service in the department of any other city, send application to the Secretary of the Board of Examiners of the city in which the service is sought.

4. No recommendations or certificates other than those provided for at the end of this blank will be received.

5. Applicants will be notified of the time and place of examination. They must give notice of any change of post-office address, or unwillingness or inability to attend the examination.

6. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction. Applications which show that the applicants lack the qualifications as to age, health, etc., required by the rules, will be rejected, and the applicants notified.

7. The general examination is for positions in the clerical service where the annual compensation is at the rate of eight hundred dollars and over. The limited examination is for positions in the clerical service where the annual compensation is at a rate less than eight hundred dollars.

8. Every applicant for a position in the police and fire departments, and in other departments where physical capacity is of prime importance, will be required, before being placed on the eligible list, to undergo a physical examination.

9. Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier: *provided,* that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his new application.

#### APPLICATION.

I hereby make application to be examined for the position of \_\_\_\_\_ in the service of \_\_\_\_\_; [State clearly and distinctly the position or branch of service for which you wish to be examined, and whether it is in the service of the State or of a city.] and I will take the examination. [See Directions, No. 7, *above.*]

As part of my application I declare the answers to the following questions to be true and in my own handwriting. [Sign your name in full.]

(Each question must be answered or the blank will be returned.)

(1) Are you married or single?

(2) Where do you reside? [Give town or city, including street, number and ward.]

(3) How long have you been a resident of said city or town?

(4) How long have you been a resident of Massachusetts?

(5) What is the date of your birth? [Give day of month and year.]

(6) Where were you born? [Give city, town or parish, State and country.]

(7) Are you a citizen of the United States? . [If you are a naturalized citizen, or if your parents were naturalized during your minority, give date and court of naturalization.]

(8) What is your father's full name? [Give name, whether living or dead.]

(9) What is your mother's full name? [Give name, whether living or dead.]

(10) Are you a person of good moral character?

(11) Do you habitually use intoxicating beverages to excess?

. Are you a vender of intoxicating liquors? . Have you ever been convicted of any offence against the laws of this or any other State or nation? [If so, give the date and state fully the nature of the offence.]

(12) Are you in good health? . Have you any mental or physical incapacity or infirmity, of which you are aware, which would in any way disqualify you for a full discharge of official duty in the service which you seek to enter? [If you have any defect of sight, hearing, speech, or otherwise, so state.]

(13) What is your present occupation?

(14) What is the name and address of your employer?

(15) Where have you lived, what has been your principal occupation and for whom have you worked during each of the last five calendar years? [Fill the blanks against each year.]

RESIDENCE, TOWN, CITY AND STATE.	OCCUPATION.	NAME OF EMPLOYER.
189 ,	;	;
189 ,	;	;
189 ,	;	;
189 ,	;	;
189 ,	;	;

(16) Have you an application on file for any position in the service of the State, or any city in the State, other than the one for which you now apply? If so, state where and for what service.



(17) Have you ever been examined for the public service of the United States, or any State or city? If so, when [giving month and year], where, for what branch and grade of the service, and with what result?

(18) Have you ever been employed in the service of the United States, or any State, city or town? If so, state what service, when, where, and, if you have left it, the date and specifically the cause of leaving.

(19) Is your name on any eligible list of applicants for appointment? If so, on what list?

(20) Were you ever in the military or naval service of the United States in time of war? If so, state (1) in what regiment and company, or on what vessel you served, and the date and period of your service; and (2) whether you were honorably discharged; and (3) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(21) In what schools, academy or college were you educated? [Give the name and length of course in each.]

(22) Have you had any experience, or do you possess any special qualifications, such as a knowledge of book-keeping, expert penmanship, stenography, type-writing, foreign languages or other subjects, which, in your opinion, would be useful in the public service?

If you are an applicant for police or fire service in any city, you will be examined upon the duties of the department for which you apply, and you are entitled to receive from the Commissioners or Board of Examiners a pamphlet containing the necessary information, after filing your application.

---

#### COMMONWEALTH OF MASSACHUSETTS.

ss.

On this                      day of                      189 , personally appeared the above-named applicant, and made oath that the handwriting in the above application paper is his own, and that the statements and answers therein contained, whether in writing or in print, are true to the best of his knowledge and belief.

Before me,

*Justice of the Peace.*

N. B. — You must make oath or affirmation to this application before mailing it to the Commissioners or to the Board of Examiners. But before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction and your examination may be delayed.



*The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.*

## CERTIFICATES.

*Directions.*

1. Not less than three nor more than five persons must certify to the character of the applicant, and certificate No. 1 must be filled, as the other certificates refer to it. It is desirable that one of the certificates should be signed by a physician.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as practicable.*

I [being more than twenty-five years of age] have been a resident of \_\_\_\_\_ for \_\_\_\_\_ years last past. I am personally acquainted with \_\_\_\_\_ the applicant aforesaid; and I do state upon honor as follows:—

(1) That I have known said applicant well since \_\_\_\_\_.

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental weakness or infirmity, unless that mentioned in his application, which would disqualify him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business by reason of his lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[The official paper contains four more forms.]

## VETERAN EXEMPTION.

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*[This application can be used and filed only by a person who served in the army or navy of the United States in the time of the War of the Rebellion, and was honorably discharged therefrom, and who desires appointment to office without examination. Each applicant must place on file with his application certificates from the proper authorities, which will furnish evidence of his service in the time of the War of the Rebellion and his honorable discharge. If the applicant was credited to the quota of a State the Adjutant General of that State will furnish a certificate. If he served in the regular army or navy the certificate must come from the Army or Navy Department at Washington.]*

### DIRECTIONS.

1. This form of application is prepared under chapter 437 of the Acts of 1887, allowing the appointment without examination of persons who served in the army or navy of the United States in the time of the War of the Rebellion, and were honorably discharged therefrom. *It can be used only by veterans entitled under the law, and desiring to have their names placed on the eligible list without having passed any examination provided for by the Civil Service Act and Rules.*

2. Every applicant, upon the filing of this application, with the required certificates hereto attached, and upon satisfactory evidence that he possesses the qualifications claimed in this application, will have his name entered on an eligible list for the office he seeks.

3. When an appointing officer in his requisition shall so request, the name of any veteran standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veterans, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination, and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

4. All the statements in the application are to be made under oath or affirmation.

5. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

6. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction.

7. Send application, after being filled out, if for service in the Commonwealth of Massachusetts or the city of Boston, addressed to the Civil Service Commissioners, Boston, Mass. If for local service in any other city, send application to the Chairman or Secretary of the Board of Examiners of the city in which the service is sought.



## COMMONWEALTH OF MASSACHUSETTS.

ss :

On this                      day of                      189 , personally appeared the above-named applicant and made oath that the statements and answers contained in the above application by him made, whether in writing or in print, are true to the best of his knowledge and belief.

Before me,

*Justice of the Peace.*

N. B. — You must make oath or affirmation to this application before mailing it to the Commissioners or to the Board of Examiners. But, before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction, and your registration delayed.

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*The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.*

## CERTIFICATES.

*Directions.*

1. Not less than three nor more than five persons must certify to the character of the applicant, and certificate No. 1 must be first filled, as the other certificates refer to it.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant, the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as practicable.*

---

I [being more than twenty-five years of age] have been a resident of                      for                      years last past. I am personally acquainted with                      the applicant aforesaid; and I do state upon honor as follows: —

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental impairment which would in fact incapacitate him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business, by reason of his lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains four more forms.*]



## EXAMINATION PAPERS.

## SCHEDULE A — CLASS 1.

[Limited Examination.]

*Clerical Service.**First Subject:*

Writing from dictation, — eighteen to twenty words a minute.  
 Copying rough draft of a letter containing interlineations,  
 abbreviations, etc.

Spelling.

Handwriting; shown in copying rough draft.

*Second Subject:*

1. Write in figures the following number: —

Seventy-six million fourteen thousand seven.

Write in words the number expressed by the following  
 figures: — 3,009,012 $\frac{1}{2}$

2. Add these *across*, placing the total in the space indicated;  
 then add the totals: —

						Totals.
18,412	9,286	21,347	26,988	35,654	18,989	
17,345	17,437	18,438	3,741	22,972	22,300	
12,116	67,431	34,965	12,674	32,905	2,590	
14,230	27,865	32,476	18,430	33,301	17,897	
16,958	17,684	28,201	17,659	14,462	27,769	

3. What is the sum of  $\frac{1}{6}$ ,  $\frac{7}{9}$  and  $\frac{3}{4}$ ? Give the work in full,  
 using the lowest common denominator. Give the answer  
 in mixed numbers.

Divide  $\frac{1}{7}$  by  $\frac{5}{8}$ . Give the work in full. Give the answer  
 in mixed numbers.

4. Subtract  $\frac{1}{6}$  from  $\frac{5}{4}$ , and change the result to a decimal.  
*Give the work in full.*  
To sixty-seven and six hundredths add sixteen and thirty-one thousandths. *Give the work in full.*
5. Multiply 3.4205 by 2.07. *Give the work in full.*  
Divide twenty-one by seven thousandths. *Give the work in full.*
6. What will be the cost of carpeting a room 14 feet long, 12 feet wide, with carpet 1 yard wide, worth \$1.25 per yard, with 10 cents per yard added for putting down? *Give the work in full.*
7. If  $\frac{5}{7}$  of a pound of butter cost  $\frac{2}{10}$  of a dollar, what will  $3\frac{2}{3}$  lbs. cost? *Give the work in full.*
8. If  $\frac{2}{5}$  of a ton of coal cost \$2.56, how much will  $1\frac{1}{2}$  tons cost, the latter being 25 per cent. cheaper per ton than the former? *Give the work in full.*
9. A house rents for \$30 a month and the owner pays \$75 a year for taxes and repairs; what is the value of the house if his net profit is 5 per cent. per annum? *Give the work in full.*
10. A regiment lost 14 per cent. killed, 12 per cent. taken prisoners, 10 per cent. missing, and then had 800 men. What was the original size of the regiment? *Give the work in full.*

*Third Subject:*

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

*The letter should be signed with the applicant's number, not his name.*

SCHEDULE A — CLASS 2.\*

[General Examination.]

*Clerical Service.*

*First Subject:*

Writing from dictation, — eighteen to twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

\* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

Spelling.

Handwriting ; shown in copying rough draft.

*Second Subject :*

1. Write in figures the following number : —

Three million thirteen thousand six and four hundredths.

Write in words the number expressed by the following figures : — 4,010,001 $\frac{34}{100}$

2. Add these *across*, placing the total in the space indicated ; then add the totals.

						Totals.
26,743	86,637	34,753	28,784	72,395	18,648	
16,586	42,863	8,375	126,582	17,397	83,465	
23,453	29,988	26,837	23,776	35,601	9,327	
57,001	75,542	66,352	19,240	5,683	29,345	
29,856	213,748	12,435	37,439	34,897	76,802	

3. What number must be added to the sum of  $\frac{3}{7}$ ,  $\frac{1}{3}$ ,  $\frac{19}{21}$ , to make  $8\frac{1}{2}$ ? *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.

An army officer, in preparing for a march of six weeks, buys oats for 32 horses at  $57\frac{2}{3}$  cents a bushel. Each horse will eat  $\frac{3}{8}$  of a bushel a day. How many bushels does he buy and what is the total cost? *Give the work in full.*

4. Change  $\frac{11}{12}$  to the form of a decimal and multiply it by .035. *Give the work in full.*
5. The steamer "City of Paris" made the run from Queens-town to Sandy Hook, 2,788 miles, in 5 days, 19 hours and 18 minutes ; what was the average rate of speed per hour? *Give the work in full.*
6. How many tons of coal can be put into a bin 12 feet square and 6 feet high, allowing 55 lbs. of coal to a cubic foot, and 2,240 lbs. to the ton? *Give the work in full.*
7. What is the cost of eight pieces of paper, each  $13\frac{1}{2}$  yards, at \$1.75 per piece of 11 yards? *Give the work in full.*
8. If a merchant's gain on \$15,000 worth of sales is \$937.50, what amount must he sell to gain \$5,060? *Give the work in full.*
9. The cost of insuring a warehouse, at  $1\frac{1}{2}$  per cent., is \$72 a year, and of insuring its contents, at  $2\frac{1}{4}$  per cent., is \$129.42. What is the whole amount insured? *Give the work in full.*

10. In 1888 a railway company paid dividends on its stock as follows: 3 months at the rate of 7 per cent. a year, 6 months at the rate of 6 per cent. a year, 3 months at the rate of 2 per cent. a year. What did the dividends on 28 shares of stock amount to that year? *Give the work in full.*

*Third Subject:*

1. Find the interest on \$690 for 7 months and 27 days at the rate of 6 per cent. a year. *Give the work in full.*
2. Find the interest on \$360 from July 3, 1889, to October 13, 1890, at 7 per cent. per annum. *Give the work in full.*
3. At compound interest, what will \$360 amount to in 1 year and 6 months at 5 per cent., interest compounded semi-annually? *Give the work in full.*
4. If a note for \$763.50, dated July 15, at 6 months, is discounted at a bank September 12, the rate being 6 per cent. a year, what will be the proceeds? *Give the work in full.*
5. If \$160 is the interest on \$640 for  $6\frac{1}{4}$  years, what is the rate per annum? *Give the work in full.*

*Fourth Subject:*

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paraphrasing, etc.]

*The letter should be signed with the applicant's number, not his name.*

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SCHEDULE A — CLASS 3.

*Stenographer and Type-writer.*

*First Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

*Second Subject:*

Arithmetic: addition, common and decimal fractions, percentage, proportion.

*Special Subject:*

Short-hand writing and type-writing. Two tests of skill and accuracy in taking short-hand notes are given: one at the rate of 75 words and one at the rate of 100 words a minute. These words are then transcribed by the use of the type-writing machine.

Type-writing printed matter, showing accuracy, speed and technique.

Tabulating, transcribing rough draft of a report, and making corrected copy of a rough unpunctuated letter.

Test of speed in type-writing from dictation.

### SCHEDULE A — CLASS 3.

*Inspector: Water Department.*

#### *First Subject:*

State how long you have resided in this city, and what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

*Write not less than ten lines. Do not sign your name.*

[On this the applicant is marked for clearness, correctness of statement, and experience.]

#### *Second Subject:*

1. Write in figures the following number: —

One hundred eleven thousand three hundred six.

Write in words the number expressed by the following figures: —

49,852

2. Add the following column of figures: — 27,896

35,427

12,397

75,556

29,872

12,387

3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth \$125 apiece must be given for a farm worth \$11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee at 28 $\frac{3}{4}$  cents a pound? *Give the work in full.*

#### *Third Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.



*Fourth Subject :*

Questions to test the applicant's knowledge of the water service, causes of waste, etc.

*Fifth Subject :*

Reading a water meter.

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## SCHEDULE A — CLASS 3.

*Inspector : Health Department.*

First, second and third subjects the same as for Water Inspector.

*Fourth Subject :*

Questions relating to the duties of Health Inspector; contagious diseases; fumigation and purification; deodorants, disinfectants, etc.

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## SCHEDULE A — CLASS 3.

*Inspector of Plumbing.*

First, second and third subjects the same as for Water Inspector.

*Special Subject :*

Questions relating to sanitary plumbing.

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## SCHEDULE B — CLASS 1.

*Prison Service.**First Subject :*

Writing down from memory the substance of matter orally communicated.

*Second Subject :*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.
6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.
8. Have you ever had the handling of men, either in public office or private employment?

*Third Subject :*

1. Write in figures the following numbers :—  
Two thousand seven hundred forty-two.  
Six hundred seventy dollars three cents.
2. Write in words the numbers expressed by the following figures :—  
3,742  
\$693.51
3. Add the following column of figures :—  
375  
2,146  
1,989  
2,432  
867  
1,233

4. From 27,321 subtract 18,465. *Give the work in full.*
5. Divide 1,554 by 42. *Give the work in full.*
6. Multiply 305 by 46. *Give the work in full.*
7. If a man works twenty-six days at two dollars and twenty-five cents per day, how much money will he earn? *Give the work in full.*

*Fourth Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

## PHYSICAL EXAMINATION.

## SCHEDULE B—CLASS 1.

The Applicant will fill out this portion of the blank.

Name,  
 Date of birth,  
 Occupation,  
 Have you any disease now?  
 What diseases have you had during the last seven years?  
 Have you varicose veins or hernia?  
 Have you ever had fits?  
 Have you ever had any fracture or dislocation?  
 Have you ever received any injury to the head or spine?  
 Are you subject to piles?  
 Have you been vaccinated?  
 Have you ever had rheumatism?

*STATE THE EXACT weight, without clothing, A; height, in bare feet, B; circumference of chest, C.	WEIGHT. A.	HEIGHT.		C.† . At forced expiration, inches. On full inspiration, "
		B. Feet.	Inches.	
A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.			
B. Is the character of the respiration full, easy, and regular?	B.			
C. Are there any indications of disease of the organs of respiration or their appendages?	C.			
A. IS THE CHARACTER of the heart's action uniform, free and steady?	A.			
B. Are its sounds and rhythm regular and normal?	B.			
C. Are there any indications of disease of this organ or of the blood vessels?	C.			
A. IS THE SIGHT GOOD?	A.			
B. Is the hearing good?	B.			
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?				
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.			
B. Has the brain or spinal cord ever been diseased?	B.			
IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.				
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?				

DOES THE APPLICANT display any evidence of having or having had syphilis?†	
HABITS, use of stimulants and tobacco.	
HAS THE APPLICANT any peculiarities in his walk or general carriage or of facial expression or marks, which would make him an object of remark?	

\* The examiners are called upon to pay special attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference, at least, of two inches at forced expiration and on full inspiration. All examinations of the chest should be made on the bare body, and not through the clothing.

† Syphilitic taint in the applicant must always be regarded as good cause of rejection.

\*\* Obesity must be regarded as a good cause for rejection.

† Minimum circumference of the chest tolerable in applicants.

HEIGHT.		CIRCUMFERENCE OF CHEST.
Feet.	Inches.	Inches.
5	7	33½
5	8	34
5	9	34½
5	10	35
5	11	35½
6	-	36
6	1	36½
6	2	37
6	3	37½
6	4	38

STATURE AND WEIGHT. —The stature shall not be below 5 ft. 7 in., in bare feet, nor the weight without clothing below that marked as its minimum accompaniment in the subjoined table: \*\*

HEIGHT.		MIN. WEIGHT.
Feet.	Inches.	Pounds.
5	7	135
5	8	140
5	9	145
5	10	150
5	11	155
6	-	160
6	1	165
6	2	170
6	3	175
6	4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds, and the direction from which they come.

### Remarks.

I, \_\_\_\_\_, hereby declare that I have returned true answers to the inquiries of \_\_\_\_\_ touching my personal and family health, history, habits, and antecedents; and that I am the person described in the foregoing record of examination.

### Certificate of Examining Surgeon.

I hereby certify that I have this day examined \_\_\_\_\_ and find that he is, by actual test, \_\_\_\_\_ feet \_\_\_\_\_ inches in height, in bare feet, and weighs \_\_\_\_\_ pounds, without clothing, and that he is \_\_\_\_\_ of a robust constitution, and, in my opinion, is \_\_\_\_\_ physically qualified to perform the duties of a prison officer.

Medical Examiner.



## SCHEDULE B—CLASS 2.

*Fire Department of Boston.*

*For Admission to the Force as Call-man or Permanent Substitute.*

*First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads,—EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the fire service.

If you have ever served in the fire department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other state or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?

In your opinion, what particular qualities should a good fireman possess?

6. What will 36 pounds of coffee cost at  $33\frac{2}{3}$  cents a pound?  
*Give the work in full.*

Questions relating to the duties of a fireman, as prescribed by the Board of Fire Commissioners.

\* Each applicant for the fire service of Boston is furnished, at the time of filing his application, with a small book containing some of the most important rules and regulations found in the fire manual. He is also informed that he must study them carefully, and be prepared to answer questions relating to them.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 2.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

- What is your occupation?
- Do you use tobacco? If so, in what manner, and how much do you use in a week?
- Do you drink intoxicating liquors? If so, how frequently?
- Have you any disease now?
- What diseases have you had during the last seven years?
- Do you know of any hereditary disease in your family?
- If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
- Have you ever had fits?
- Have you ever had any fracture or dislocation?
- Have you ever received any injury to the head or spine?
- Are you subject to piles?
- Have you been vaccinated?
- Have you ever had rheumatism?

*Certificate of Examining Surgeon.*

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	

If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

\* Syphilitic taint or obesity must be regarded as good cause for rejection.

*Remarks.*

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is           able-bodied,           of robust constitution, has           good eyesight and           good hearing, and in my opinion is           physically qualified to sustain the labors and exposures, and perform the duties of a fireman in the city of Boston, and that the above is a truthful record of the examination.

*Asst. City Physician.*





## SCHEDULE B—CLASS 3.

*Police of Cities other than Boston.**First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads,—EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned, or been asked to resign.

Have you ever had the handling of men either in public office or private employment? If so, state how many and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

*Third Subject:*

1. Write in figures the following number:—

Thirty thousand three hundred forty-six.

Write in words the number expressed by the following figures:—

31,756

2. Add the following column of figures:—

14,328

3,709

14,257

18,601

2,782

11,907

3. If a railway train runs at the rate of 46 miles an hour, how far will it run in 27 hours? *Give the work in full.*
4. If a man buys a piece of land for \$17,810, and sells it for \$16,987, how much does he lose by the transaction? *Give the work in full.*
5. A man paid \$4,025 for 23 horses; how many dollars did he pay for each horse? *Give the work in full.*
6. How much will 18 pounds of beef cost, at  $18\frac{1}{2}$  cents a pound? *Give the work in full.*

*Fourth Subject:*

- \* Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

\* When the applicant files his application paper, he is furnished with a book of instructions, containing information relative to the duties of a police officer, definitions of crimes, legal papers, statutory law, etc. He is also informed that he must study the book carefully, and be prepared to answer questions relating to its contents.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 3.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

- |  |   |
|--|---|
| What is your occupation?   |   |
| Do you use tobacco?  | If so, in what manner, and how much do you use in a week? |
| Do you drink intoxicating liquors?   | If so, how frequently?                                    |
| Have you any disease now?  |   |
| What diseases have you had during the last seven years?  |   |
| Do you know of any hereditary disease in your family?  |   |
| If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die? |   |
| Have you ever had any fracture or dislocation?   |   |
| Have you ever received any injury to the head or spine?  |   |
| Are you subject to piles?  |   |
| Have you been vaccinated?  |   |
| Have you ever had rheumatism?  |   |

*Certificate of Examining Surgeon.*

* Circumference of chest after forced expiration,	; after full inspiration,
Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Has the applicant varicose veins or varicocele?	
Has the applicant hernia?	
Is the applicant flat-footed or has he any other malformation or disease of the feet?	

\* There should be a difference of two inches at least at forced expiration and on full inspiration.

Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

\* Syphilitic taint or obesity must be regarded as good cause for rejection.

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment.		Minimum circumference of the chest allowed.		REMARKS.
HEIGHT. Feet. Inches.	MIN. WEIGHT. Pounds.	HEIGHT. Feet. Inches.	CHEST. Inches.	
5	8	5	8	34
5	9	5	9	34½
5	10	5	10	35
5	11	5	11	35½
6	—	6	—	36
6	1	6	1	36½
6	2	6	2	37
6	3	6	3	37½

I hereby certify that I have this day examined  
and find that he is, by actual test,                feet                inches in  
height, in ordinary dress, and weighs                pounds, and that  
he is                of a robust constitution, and, in my opinion, is  
physically qualified to perform the duties of a police-  
man in the city of

, City Physician.

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#### SCHEDULE B — CLASS 3.

*District Police. — Inspection Department.*

##### *First Subject:*

The answers to the questions on this sheet will be marked under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Inspector in the District Police Force, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject :*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Third Subject :*

1. Write in figures the following number : —

Fifteen million four thousand fifty-one.

Write in words the number expressed by the following figures : —

6,201,504

2. Add the following column of figures : —

131,042

275,634

187,965

98,325

346,424

764,326

3. Add together  $2\frac{7}{15}$ ,  $4\frac{5}{9}$ ,  $3\frac{1}{6}$ . Give the work in full, using the lowest common denominator. Give the answer in mixed numbers.

Multiply  $25\frac{2}{7}$  by  $3\frac{1}{3}$ . Give the work in full.

4. Add together 201.23, 36.5 and .693; divide the sum by 4, and subtract 18.59896 from the product. Give the work in full.

5. How many square yards are there in a plot of ground 165 feet long and 150 feet wide? Give the work in full.

6. How many cubic feet will there be in a tank 16 feet 3 inches long, 9 feet 6 inches wide and 6 feet deep? Give the work in full.



*Fourth Subject:*

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

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## SCHEDULE B — CLASS 3.

*Detective Force of District Police.**First Subject:*

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. *Sign the letter with your number, not your name.*

*Second Subject:*

1. Write in figures the following number: —

Fifteen thousand seven hundred one.

Write in words the number expressed by the following figures: —

10,010

2. Add the following column of figures: —
 

26,954
17,683
10,857
18,642
25,395
32,963
3. If a man should buy a lot of land for \$20,000, and sell it for \$18,775, how much would he lose by the transaction? *Give the work in full.*
4. If 35 hogs cost \$394.45, what is the cost of each hog? *Give the work in full.*
5. When eggs cost 35 cents a dozen, what is the cost of 648 eggs? *Give the work in full.*
6. What will 45 pounds of sugar cost at  $8\frac{1}{2}$  cents a pound? *Give the work in full.*

*Third Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Fourth Subject:*

Questions relating to crimes, criminal processes, legal papers and methods of procedure which officers must know about in the prosecution of criminal cases.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 3.

- Name, \_\_\_\_\_ Age, \_\_\_\_\_
- Residence, \_\_\_\_\_
- Circumference of chest after forced expiration,
- \* Circumference of chest after full inspiration,
- Is the respiratory murmur clear and distinct?
- Is there any indication of disease of the organs of respiration?
- Is the action of the heart regular?
- State the quality of the respiration.
- State the quality of the pulse.
- † Is the sight good?
- † Is the hearing good?
- Has the applicant hernia or varicose veins?
- Has the applicant ever been vaccinated?
- Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?
- Has the applicant piles or *fistula in ano*?
- Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?
- ‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment. §			Minimum circumference of the chest allowed.	
HEIGHT. Feet. Inches.	MIN. WEIGHT. Pounds.		HEIGHT. Feet. Inches.	CHEST. Inches.
5      8	140		5      8	34
5      9	145		5      9	34½
5      10	150		5      10	35
5      11	155		6      11	35½
6      —	160		6      —	36
6      1	165		6      1	36½
6      2	170		6      2	37
6      3	175		6      3	37½

REMARKS.

\* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

I hereby certify that I have this day examined \_\_\_\_\_, and find that he is, by actual test, \_\_\_\_\_ feet \_\_\_\_\_ inches in height, in ordinary dress, and weighs \_\_\_\_\_ pounds, and that he is \_\_\_\_\_ of a robust constitution, and, in my opinion, is \_\_\_\_\_ physically qualified to perform the duties of a district police officer.

Medical Examiner.

District.

189 .

County.

#### SCHEDULE B — CLASS 4.

##### *Police Force of Boston.*

##### *First Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

##### *Second Subject :*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering the questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind?

If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you have served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many, and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

*Third Subject :*

1. Write in figures the following number : —

Three thousand two dollars and three cents.

Write in words the number expressed by the following figures : —

10,015

2. Add the following column of figures : —

28,375

19,657

20,076

17,344

20,587

15,938

3. In a town containing 10,635 inhabitants, there are 4,294 men and 4,385 women, and the rest are children. How many children are there? *Give the work in full.*

4. What is the cost of 1,224 oranges at 27 cents a dozen? *Give the work in full.*

5. If 16 dozen eggs cost \$5.76, what is the cost of each egg? *Give the work in full.*

6. What will 48 pounds of flour cost at  $3\frac{3}{4}$  cents a pound? *Give the work in full.*

\* *Fourth Subject :*

Questions relating to the duties of a policeman, as prescribed by the Board of Police.

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\* When the applicant files his application paper, he is furnished with a book of instructions, containing information relative to the duties of a police officer, definitions of crimes, legal papers, statutory law, etc. He is also informed that he must study the book carefully, and be prepared to answer questions relating to its contents.

## PHYSICAL EXAMINATION.

## SCHEDULE B — CLASS 4.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?  
 Do you use tobacco? If so, in what manner, and how much do you use in a week?  
 Do you drink intoxicating liquors? If so, how frequently?  
 Have you any disease now?  
 What diseases have you had during the last seven years?  
 Do you know of any hereditary disease in your family?  
 If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?  
 Have you ever had fits?  
 Have you ever had any fracture or dislocation?  
 Have you ever received any injury to the head or spine?  
 Are you subject to piles?  
 Have you been vaccinated?  
 Have you ever had rheumatism?

*Certificate of Examining Surgeon.*

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	



<p>If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.</p>	
<p>Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?</p>	
<p>* Does the applicant display any evidence of having or having had syphilis?</p>	

\* Syphilitic taint or obesity must be regarded as good cause for rejection.

*Remarks.*

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is           able-bodied,           of robust constitution, has           good eyesight and           good hearing, and in my opinion is           physically qualified to sustain the labors and exposures, and perform the duties of a policeman in the city of Boston, and that the above is a truthful record of the examination.

*City Physician.*

## EXAMINATION IN DEVELOPMENT AND STRENGTH.

*Applicant for Policeman of Boston.*

	Measure- ment.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . { A. B. C.	5 4 2			
Girth, chest, . { A. B. C.	1 2 2			
Girth, chest full, { C. D.	1 2			
Depth of chest, { A. B. C.	1 2 3			
Depth of abdo- men, { A. B. C.	5 4 1			
Girth, R. thigh, . .	1			
Girth, L. thigh, . .	1			
Girth, R. calf . . .	1			
Girth, L. calf, . . .	1			
Girth, R. upper arm,	1			
Girth, L. upper arm,	1			
Girth, R. forearm, .	1			
Girth, L. forearm, .	1			
Muscular condition,	4			

	Strength Test.	Per Cent.	Weight.	Product.
Capacity of lungs, . . . .			3	
Strength of lungs, . . . .			2	
Strength of back, . . . .			3	
Strength of legs, . . . .			4	
Strength of upper arm, H. P. . . . .			5	
Strength of forearm, R. L. . . . .			3	
Pectorals, . . . . .			1	
Traction pull, . . . . .			3	
Dumb bells, . . . . .			3	
Abdominal muscles, . . . .			3	
Adductors, . . . . .			1	
Agility, . . . . .			4	

Development, . . . . .	Strength, . . . . .	35
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	Per Cent.	Weight.	Product.
Development, . . . . .		1	
Strength, . . . . .		2	
		3	
General physical condition, . . . . .			

*Remarks.*

I hereby certify that I have this . . . . . day of . . . . ., 189 ,  
carefully and thoroughly examined the above-named applicant, and  
that the above is a truthful record of such examination.

*Physical Examiner.*

## SCHEDULE B — CLASS 5.

*Draw-tender of Bridges.**First Subject:*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever served as draw-tender or assistant draw-tender?

If so, when and where?

Can you pull and manage a row-boat?

Can you swim?

Can you run a stationary engine?

Can you furnish a certificate that you can do so?

[On these statements the applicant is marked for experience only.]

*Second Subject:*

1. Write in figures the following number: —

One thousand five hundred and sixty-three dollars and fourteen cents.

2. Write in words the number expressed by the following figures: —

14,368

3. Add the following column of figures: —

1,792

3,467

1,823

3,119

427

2,236

4. From 21,315 subtract 19,678. *Give the work in full.*

5. Divide 4,968 by 23. *Give the work in full.*

6. Multiply 726 by 54. *Give the work in full.*

*Third Subject:*

Questions relating to the duties which draw-tenders are called upon to perform.

## SCHEDULE B — CLASS 6.

*Foreman of Laborers.**First Subject:*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

*Second Subject :*

1. Write in figures the following number : —

One thousand five hundred sixty-three.

Write in words the number expressed by the following figures : —

12,207

2. Add the following column of figures : — 1,743

876

1,427

3,764

998

2,507

3. Suppose you have under you 36 men at \$1.75 per day ; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day?  
*Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for \$37.85? *Give the work in full.*

*Third Subject :*

Foreman in the water department.

Questions on trench work, pipe-laying, measurements and materials.

*Third Subject :*

Foreman in sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

*Third Subject :*

Foreman in the department of streets, parks, cemeteries, common and squares.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

*Fourth Subject :*

Foreman in all the departments except the street cleaning and sanitary departments.

Questions on ledge work, and the care and use of explosives.

*Fifth Subject :*

Foreman in the department of streets, parks, cemeteries, common and squares.

Questions on drainage.

## SCHEDULE B—CLASS 6.

*Sub-Foreman of Laborers.**First Subject :*

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

*Second Subject :*

1. Write in figures the following : —

One hundred and sixty-three dollars and twelve cents.

2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*

3. If you have \$45 and pay out \$27 for rent and other expenses, how much will you have left? *Give the work in full.*



4. If a cubic yard of stone costs 88 cents, how many yards can be bought for \$39.60? *Give the work in full.*
5. What wages, at \$1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day? *Give the work in full.*

*Third Subject :*

Questions relating to general work : the use of tools, reading grade-stakes, tallying, etc.

*Fourth Subject : (Not obligatory).*

Questions on ledge-work : the tools used, care and use of explosives, etc.

SCHEDULE B — CLASS 7.

*Building Inspectors.*

*First Subject :*

The answers to the questions on this sheet will be marked under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statements made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Building Inspector, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind?

If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject :*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Third Subject :*

Arithmetic.

*Fourth Subject :*

Questions relating to brick and stone masonry, carpentry and iron work.

*Fifth Subject :*

Knowledge of construction as shown by drawing plans to scale.

*Sixth Subject :*

Sanitary plumbing.

SCHEDULE B — CLASS 8.

*Engineers, Janitors and Persons having Charge of Steam Boilers and Furnaces in the School Buildings in the City of Boston.*

*First Subject :*

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you wish to be examined in steam engineering or steam heating?

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject :*

Arithmetic : Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

*Third Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Fourth Subject :*

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Applicants for appointment to positions as engineers are required to pass an examination in the handling and care of engines.]

[Applicants for appointment to positions as janitors of school buildings where steam heat is used are required to pass an examination in the handling and care of steam-heating apparatus.]

## SCHEDULE B — CLASS 9.

*The Fire Service of Cities other than Boston.*

This examination is similar to that of Schedule B, Class 2,—  
the Fire Service of Boston.

## SCHEDULE B — CLASS 10.

*Truant Officers of Boston.**First Subject :*

Copying printed statement.

Spelling.

*Second Subject :*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State how long you have resided in this city, and what your occupation has been since you began to earn your living.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you have had in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is, and whether you can read, write and speak it.

*Write not less than ten lines. Do not sign your name.*

Have you ever been employed as a public officer? If so, state what office you held, when, where, how long you served, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

When were you born? Give month, day and year.

Have you ever served in the army or navy of the United States, either in time of peace or war? If so, how long did you serve and in what capacity, and did you receive an honorable discharge therefrom?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many and in what kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What particular qualities should a man possess in order that he may become an efficient truant officer?

*Third Subject:*

Arithmetic, including addition, subtraction, multiplication and common fractions.

*Fourth Subject:*

Letter writing.



## SPECIAL INSTRUCTIONS TO EXAMINERS.

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The gentlemen designated as members of a Board of Civil Service Examiners will meet as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be thought needful.

The commissioners will also send notices for insertion in local newspapers (as a matter of news), informing all who may be interested that application papers can be obtained of the secretary of the Board.

Each person receiving an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be advised to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

At each meeting of the Board the applications which have been received since the previous meeting should be carefully examined by the members, or a majority of them, and, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications, in the order of their numbers.

The Board will reject any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations, to an examination; and it must be returned to him with a brief statement of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When, in the opinion of a majority of the Board, the three certificates as to character are not considered sufficient, by reason of the signers thereof not being reputable persons, the application paper shall be returned to the applicant, who shall be requested to furnish additional certificates.

When the application is for examination for the police service, the secretary of the Board will furnish the applicant with a copy of the book of instructions for police applicants, and make note of having done so on the application paper.

When, in the opinion of the Board, it is thought desirable to hold an examination, the secretary will notify the Civil Service Commissioners, and suggest a convenient time for such examination.

On receipt of authority from the commissioners, the secretary of the Board will send notice of such examination to each applicant.

Attention is called to Rule XVII., which gives precedence in notification, under certain circumstances, to those who served in the army or navy in time of war.

Examination blanks will be sent or brought to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the morning of the examination day, and great care should be taken that they be kept in a secure place until that time.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a numbered envelope and a declaration paper; upon the latter are printed questions concerning his name, age, former occupation, service in the army or navy in time of war, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be allowed to affix his signature to a paper. After completing the declaration paper, he will fold and enclose it in the numbered envelope which has been given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be

examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation and spelling, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

At all times when an examination is in progress, one of the Board must be present.

Order and decorum should be preserved in the examination room, and visitors can be admitted only by invitation of one of the Board. No visitors shall be allowed to inspect the questions or answers, or procure for publication anything relating to them or the work of any applicant.

To obtain the best possible results, applicants whose natural nervousness is increased during examination should be made to feel as much at ease as possible. To do this will require great discretion on the part of members of the Board; and nothing will defeat this object so quickly as the knowledge, on the part of applicants, that they are observed, or that their work is being scrutinized by those not officially in charge.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty will be enforced if one applicant attempts to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the commissioners the day after the examination.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person, who was examined, stating the grade which he attained, as shown by the marking, and whether or not he is entitled to be recorded on the eligible list.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner or one of the commissioners will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of a board, for stationery, postage and actual travel, will be allowed by the commissioners.

Whenever it appears to the Board of Examiners that the position to be filled requires special qualifications, and that the regular course of examination for that branch of the service would not meet the case, they will notify the commissioners of the facts, and ask for instructions as to the special course to be pursued. When the advice or assistance of experts is necessary, the Board will so inform the commissioners, and suggest the names of suitable persons who would be willing to aid them.

HENRY SHERWIN,  
*Chief Examiner.*

## FORMS FOR APPOINTING OFFICERS.

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[The following forms are furnished for the information and convenience of officers making appointments to positions in the classified service of the Commonwealth and the cities thereof. They are furnished merely by way of suggestion, and not as forms prescribed by law to be strictly followed.]

---

**Form for Nomination, by a Mayor, of Police Officers — Probationary Term.**

I hereby nominate, subject to the approval and confirmation of the Board of Aldermen, \_\_\_\_\_, to be a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process, to hold said office for a probationary period of six months, as provided in the civil service rules of the Commonwealth, unless sooner discharged.

---

**Form for Nomination, by a Mayor, of Police Officers — After Probationary Term.**

\_\_\_\_\_, having served as a police officer for a probationary period of six months, and his conduct and capacity having been found satisfactory, I hereby nominate, subject to the approval of the Board of Aldermen, said \_\_\_\_\_, to be a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process.\*

---

**Form of Warrant for Police Officer appointed for Probationary Term.**

This is to certify that \_\_\_\_\_ has been appointed a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process, said appointment being made under the civil service rules of the Commonwealth for a probationary term of six months, beginning on the \_\_\_\_\_ day of \_\_\_\_\_ A D. 18 .

---

\* In cities where the ordinances provide that appointment shall be made for a limited time, it would be well to add, "to hold office for the term and according to the tenure prescribed by the laws and ordinances."



**Form of Warrant for Police Officers appointed after Probationary Term.**

This is to certify that \_\_\_\_\_, having served a probationary period of six months, as required by the civil service rules of the Commonwealth, has been appointed a police officer of the city of \_\_\_\_\_, with all the powers of a constable except the power of serving and executing civil process.\*

---

**Form of Notice to Persons, other than Police Officers, appointed for a Probationary Term.**

This is to inform you that, under the provisions of the civil service rules, \_\_\_\_\_ ha selected you for appointment to the position of \_\_\_\_\_ in the \_\_\_\_\_ for a probationary term of six months from the date when you begin service. Should your conduct and efficiency during such probationary term prove satisfactory, you will, at its close, receive a regular appointment; otherwise your appointment will cease. The salary attached to such position is at the rate of \$ \_\_\_\_\_.

This conditional appointment does not preclude prompt discharge from service at any time during such probationary term, in case of misconduct or inefficiency.

A prompt reply is requested, stating whether this appointment is accepted, and giving the earliest date when you can present yourself for service.

---

**Notice to Persons, other than Police Officers, appointed after Probationary Term.**

Your conduct and capacity, during the probationary term of six months, having been found satisfactory, you are hereby appointed a \_\_\_\_\_ in the \_\_\_\_\_ department [or office] at a salary of \$ \_\_\_\_\_, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 18 \_\_\_\_\_.

---

**Notice to Persons whose Conduct or Capacity has not proved Satisfactory during the Probationary Term.**

I have to inform you that your conduct [or capacity] during your employment in \_\_\_\_\_ department as \_\_\_\_\_, for a probationary term of six months, has not been found satisfactory, and that, in accordance with the terms of your original appointment, as prescribed in the civil service rules of the Commonwealth, your employment in said department will cease on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 18 \_\_\_\_\_.

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\* See note to second form.

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